



CPISTRA Volunteer Recruitment Administrator

CPISTRA is the leading international sports body governing and promoting sport and recreation for people with Cerebral Palsy (CP) throughout the World. CPISTRA is a founding member of the Paralympics. It is an innovative organisation of members and volunteers performing a number of roles that;

- Promote the value of sport and recreation for those with cerebral palsy or a related neurological condition
- Facilitate international sports opportunities from grassroots to elite, including the delivery of CPISTRA Regional Events and CPISTRA World Games.
- Develop new and adaptive recreation and sports. For example, Boccia and CP Football are Paralympic sports that were both developed to International Sports Federations by CPISTRA.
- Advocate for CP athletes across sports in supporting competition in a “fair” environment.
- Encourage research into CP exercise, well-being, recreation and sport.

CPISTRA is commencing an exciting phase in its evolution and is expanding its scope, activities, events and membership.

Role Summary:

CPISTRA is looking to recruit a **Volunteer Recruitment Administrator** to provide administration support for the CPISTRA volunteer recruitment programme. With CPISTRA being an organisation of volunteers, this role is an exciting opportunity to support international and multi-cultural volunteer recruitment that will directly shape the future possibilities for CPISTRA.

The selected person will be home-based.



Although the position is unpaid, the experience you will receive is invaluable and the contribution you will make immense.

Key responsibilities:

- Provide administrative support in all Volunteer Coordination processes.
- Manage and ensure volunteer recruitment information is maintained.
- Support the creation of and updating of recruitment policies and procedures.
- Help prepare role descriptions, agreements and certificates.
- Compile statistics and reports.

Candidates will need:

- Excellent administration and word processing skills.
- Good planning and organisation skills.
- An understanding or willingness to understand volunteer legislation, policies and procedures
- A general understanding and interest in sport, competitions and recreation.
- To be flexible and be able to meet tight deadlines.
- IT literate and familiar with social/digital media, such as Facebook.

Want to apply?

If you are interested and meet our requirements, send your CV and cover letter (English) to CPIISRA at info@cpisra.org

If you have any further questions, do not hesitate to contact us or see further information about CPIISRA on our website at www.cpisra.org