

## **JOB VACANCY: SPORT SERVICES ASSISTANT**

**Reporting to:** Sport & Events Director

**Place of work:** World Climbing Headquarters in Torino, Italy

**Travel:** to institutional meetings and events, when needed. In this case, availability to work at weekend may be required.

**Contract:** Full-time employee, entry-level. More information available upon demand.

**Start of the contract:** Q2 2026

### **ABOUT WORLD CLIMBING**

World Climbing is the world governing body of Climbing and was created on 27 January 2007 as a continuation of the International Council for Competition Climbing. As international non-governmental and non-profit organisation, World Climbing's main objectives are the direction, regulation, promotion, development, and furtherance of climbing competitions around the world.

The last two decades have been a period of spectacular growth for both Climbing and the organisation. Climbing has gained credibility not only as competitive sport, but also for its social values. World Climbing is a young and healthy federation founded on modern sporting principles and values, cultivating them along with sport growth and development.

Climbing made its Olympic debut at the Olympic Games Tokyo 2020 (one medal) and was then part of Paris 2024 programme with two medals. For Los Angeles 2028, Climbing is confirmed programme sport in the Olympic Games with three medals and for the first time it is part of the Paralympic programme.

World Climbing represents more than 100 different National Federations from the five continents.

World Climbing annual Calendar includes but is not limited to: World Series, Para Climbing World Series, World Championships, Youth World Championships, and Continental events.

## **JOB DESCRIPTION**

World Climbing is looking for a Sport Services Assistant to support the operations of the Sport & Events Department. The ideal candidate is passionate about sports, has gained basic experience in a similar position and has strong adaptability to a fast-growing organisation.

The primary scope of the Department is designing and implementing the sport and events strategy to reach the goals of the Strategic Plan, as well as developing all sport-related activities.

Reporting to the Sport & Events Director, the resource supports the Department's operations and management, focussing on monitoring all daily business tasks and relationships with the Local Organising Committees (LOCs), the Technical Officials (TOs), as well as other stakeholders. Tasks may vary depending on the priorities set by the Executive Board in the implementation of the Strategic Plan and on the workload repartition within the Department.

## **DUTIES AND RESPONSIBILITIES**

Core duties and responsibilities include but are not limited to:

### **1. Event Delivery Administrative Coordination**

- Monitor the administrative status of World Climbing events, ensuring all phases - from the appointment and planning to delivery - are completed accurately and on schedule.
- Oversee mission for all appointed TOs, serving as primary contact for appointment letters and liaising with the Administration Department on logistics matters.
- Act as the primary liaison with the LOCs and other relevant stakeholders, providing daily coordination and timely responses on sport and event matters.

### **2. Sport & Events Department Support**

- Coordinate the Department's documentation and digital folders. Lead the annual review timeline for online official Sport & Events documents.
- Support the Department Director in managing the Sport & Events Commissions, liaising with Commissions' chairs and internal coordinators.
- Contribute to the planning and delivery of World Climbing events and meetings, the expected Department's staff attendance and any additional Department's objectives aligned with the Strategic Plan.

### **3. Cross-Department Coordination**

- Facilitate effective information sharing with other departments and staff.
- Collaborate with the HR & Administration Department on financial and logistics matters.
- Support the coordination of additional Commissions when required.

## QUALIFICATIONS AND SKILLS

The ideal candidate shall fulfil the following requirements:

- Previous experience in a similar role (1-2 years).
- Language requirements:
  - English - mandatory professional working proficiency (written and spoken). Additional language skills are considered a plus.
- Excellent written and verbal communication skills.
- IT literacy and proficiency in the use of Office365 suite. Any other appropriate IT tool is a plus.
- Detail-oriented and ability to process, manage and organise high quantity of data.
- Organisational skills with the ability to multitask, prioritise and follow up.
- Knowledge of the international sports environment.
- Ability to adapt to the ever-changing landscape of a high-paced organisation.
- Ability to work independently as well as part of a team.
- Personal integrity and ability to respect discretion and confidentiality in handling sensitive information.

### How to apply

To apply for this job, please send your CV and motivation letter to [recruitment@ifsc-climbing.org](mailto:recruitment@ifsc-climbing.org) **by 28 February 2026**. Reference letters are a plus. Only candidates with the above-mentioned requirements will be considered.

**All applications must be submitted in English:** applications in other languages will be discarded.