



Flatwater Discipline Manager

Reporting to Head of Sport

Location: Budapest Headquarters, with occasional international travel required

Position Overview:

The Flatwater Discipline Manager plays a vital role in leading the growth and operational delivery of the flatwater paddlesport discipline. Reporting to the Head of Sport and based at the ICF's headquarters in Budapest, this position supports the implementation of the ICF's strategic goals, particularly the 'Fit for Future' initiative, and upholds the organisation's core values.

The successful candidate will contribute to a high-performing, collaborative, and forward-thinking work environment, helping to elevate the quality and visibility of the flatwater discipline. A passion for paddlesports and a dedication to innovation, sustainability, and fair play are key to success in this role.

Key Responsibilities:

- Lead the coordination and implementation of sport development initiatives and projects within the flatwater discipline.
- Maintain regular communication with National Federations, athletes, coaches, and technical officials to ensure alignment and support.
- Oversee the organisation and delivery of flatwater events, working closely with the Events Department and local organising committees.
- Manage competition calendars, discipline-specific documentation, and updates to flatwater rules.
- Prepare comprehensive reports, presentations, and updates for flatwater committees and other stakeholders.
- Design and implement official education programmes in collaboration with the Development team.
- Monitor the progress of key projects and contribute to the strategic direction of the discipline.
- Collaborate with the Communications team to ensure accurate and engaging discipline-specific content.
- Facilitate committee and working group meetings, including preparation of agendas and minutes.
- Oversee the administrative operations of the flatwater discipline.
- Undertake special projects or tasks as assigned by the Line Manager or the Secretary General.

Education and Skills Requirements:

- Minimum 5 years' experience in sport administration or technical sport leadership, preferably within paddlesport or a comparable discipline.
- In-depth knowledge of flatwater (canoe sprint) competition formats, rules, and governance.
- Proficiency in Microsoft Office and sport-related digital systems.
- Fluency in English; additional language skills are advantageous.
- Eligibility to work in Hungary or willingness to relocate to Budapest.

Always moving forward

- Proven leadership skills and project management experience.
- Excellent written and verbal communication abilities.
- Strong organisational skills and attention to detail.
- Ability to manage competing priorities and meet deadlines in a dynamic environment.
- Proactive and collaborative approach to team and stakeholder engagement.
- Willingness to travel internationally and support events on site.
- Dedication to inclusivity, sustainability, and fair play in sport.