



JOB DESCRIPTION

Strategic Communications Department

Function : Olympic Games
Communications Manager

Status : Manager

Activity level : 100%

Mission

- ▶ Assist the Head of Olympic Games Communications in his role
- ▶ Be responsible for communications' issue management around the Olympic Games
- ▶ Work with the IOC Games Department on content production

Each employee is responsible for the smooth running of his or her section and for keeping his or her competences up to date in line with the IOC's training policy.

In addition, each employee may be asked to take on responsibilities other than those required by the job if particular circumstances so require.

Main responsibilities

Assist the Head of Olympic Games Communications

- Replace the Head of Olympic Games Communications in his absence.
- Be a key point of contact for the IOC Games Department and Organising Committees.
- Collaborate on producing proactive messaging and associated content on Games opportunities.
- Represent the Olympic Games communications section in meetings and visits, as required.
- Organise calls and meetings as necessary.
- Support review of internal IOC documentation and plans.
- Contribute to IOC communications planning related to the Games.
- Support the Head of Olympic Games Communications in his work when required.

Be responsible for communications' issue management around the Olympic Games

- Manage the resolution of reputational issues with key internal and external stakeholders under the guidance of the Head of Olympic Games Communications.
- Produce messaging to respond to Games issues.
- Work closely with the media relations team on the development of Q&As and media responses.
- Manage media relations during host city visits.
- Help develop in collaboration with the Head of Olympic Games Communications the IOC's crisis communications protocols and processes.

Produce Games related content and support the Games Dept. in content development

- Speech writing.
- Press release writing.
- Production of Games related content for different audiences.
- Coordination of content updates for the Games and the IOC Games-time press kit.
- Presentations.
- Reports.



Training and language and IT skills

- University degree or equivalent qualification in communications, journalism or equivalent work experience.
- Minimum seven years' proven experience in a communications role with good experience in issues management.
- Excellent written and verbal communication skills in English.
- Bilingual English and French. Knowledge of additional languages would be an advantage.
- Excellent command of Word, Excel and PowerPoint.

Technical, organisational and personal competences

- Keen sense of priorities to ensure efficient management of projects and deliverables; ability to multitask; assiduity in following up files.
- Organised and able to collaborate with internal and external stakeholders to deliver on expectations.
- Sense of confidentiality and appropriate communication of information.
- Rigorous professional ethics; sense of initiative; ability to work in a dynamic environment and still respect deadlines.
- Attention to detail and ability to resolve problems creatively.
- Ability to work with people from varying backgrounds, cultures, experiences, languages and management levels.
- Prior experience in the sports world is an advantage (Olympic Games, International Federations).

Behaviour and attitude

- Respect the Olympic values and internal rules of conduct and all instructions and procedures in place (information security, Code of Ethics, project management methodology, etc.).
- Collaboration and willingness to transfer knowledge.
- Discretion and loyalty.
- Positive attitude, open-mindedness.
- High level of adaptability in a continually evolving environment.
- Diplomacy and flexibility.
- Diligence and discretion combined with solid professional ethics.
- Enthusiasm, proactivity and efficiency.