FIM Sports Department

COMMISSION OF CIRCUIT RACING (CCR) COORDINATOR

Full-time position (100%)
Based in Mies (VD), Switzerland
Start date: immediately or to be agreed

The FIM

Founded in 1904, the Fédération Internationale de Motocyclisme (FIM) is an International Federation formed by 121 National Federations throughout the world and is recognised as the sole competent body in motorcycle sport by the International Olympic Committee (IOC). The FIM is the worldwide governing body for motorcycle sport and the global advocate for motorcycling. With some 50 World Championships organised under its aegis, the FIM works for the benefit of the sport and all its stakeholders.

The FIM Sports Department has an opening for a dynamic team player. You will work under the supervision of the Sports Director and the FIM CCR Sporting Manager, to whom you will report. You will join a dedicated team responsible for the proper functioning and success of the CCR disciplines.

The objectives of the position are as follows:

The CCR Coordinator will manage and coordinate the activities of the Circuit Racing Commission (CCR) to ensure its smooth operation and the success of its disciplines. This includes liaising with various stakeholders, such as FMNs, CONUs, organizers, promoters, teams, and manufacturers, to manage FIM World Championships and Prizes. The role also involves planning and organizing meetings and seminars, creating and updating regulations and procedures, and ensuring circuit safety in collaboration with the CCR Circuit and Safety Committee. The CCR Coordinator will also handle administrative tasks and communications to support the Commission's objectives.

Your tasks in this position include the following:

Management and Coordination: Oversee the activities of the CCR Commission, ensuring they operate effectively according to their mandate and achieve success in various FIM World Championships/Prizes.

Stakeholder Management: Coordinate with sporting, economic, and political stakeholders in the disciplines, including CONUs, FMNs, organizers, promoters, teams/manufacturers associations, etc.

Regulation Development: Create, improve, and update the various regulations of the CCR disciplines.

Meeting Organization: Plan and organize CCR meetings, draft minutes, and implement the measures decided by the Commissions.

Procedure Preparation: Prepare, update, and manage documents and procedures used by the CCR inspectors.

Seminar Preparation: Prepare material for seminars, webinars, and Superlicence seminars.

Documentation: Draft and update regulations, agendas, minutes, information letters, and other documents in French and English.

Communication Support: Assist the Communication Department with writing and proofreading press releases.

Budget Collaboration: Collaborate in preparing the Commissions' draft budget and control expenditures against the allocated budget.

Safety Coordination: Coordinate and follow up on circuit safety for the CCR Circuit and Safety Committee.

Project Management: Manage and implement various CCR projects, including new classes and disciplines.

YOU OFFER

- Diploma or commercial vocational baccalaureate.
- Fluency in English and French; fwriting fluency is required in both languages.
- Oral and/or written knowledge of other languages is an asset.
- Professional experience in an international sports environment.
- Ability to work autonomously, compliance with deadlines and priorities, sense of initiative, resistance to stress, flexibility required.
- Interest in sports and motorsports.
- Technical knowledge is an asset.
- Good command of computer tools (Word, Excel, Powerpoint and Outlook).
- Willingness to travel (20-25 days per year).

Application Process

Interested? Please send us your complete application (including cover letter, CV, and copies of your professional references and diplomas) via Job-Up platform by using the following JobUp link.

The FIM is an equal opportunity employer.

Please note that CVs that do not meet the above requirements will not be considered and will not receive a response.