



1 JOIN TEAM IPC

To view our current job opportunities, please refer back to <https://www.paralympic.org/join-team-ipc#waf-join-team-section>

To learn more about the remuneration at the International Paralympic Committee (IPC), please scroll down to chapter 4.1.

Find out what support the IPC and your new HR team will provide to help your start as team member. Please scroll down to chapter 4.2, to find our starter information.

Chapter 4.3 contains a description of the typical recruiting process at the IPC while chapter 4.4 will provide you with a description of the IPC management team.

2 ABOUT THE IPC

The International Paralympic Committee (IPC) is a unique sporting organisation. As the global governing body of the Paralympic Movement, we serve and support our 200-plus member organisations, develop Para sport and advocate social inclusion, and ensure the successful delivery and organisation of the Paralympic Games.

The Paralympic Games are not only the third biggest sporting event in the world by ticket sales, but they are also the biggest showcase of persons with disabilities on the world stage.

Since the first Games in Rome, Italy, in 1960 the Paralympics have grown exponentially in size and scale. The transformational impact of the event has also matured, acting as a catalyst for change for people, cities, governments, and countries.

Away from the Games, Para sport empowers people, changes attitudes toward disability and creates greater opportunities for the world's 1.2 billion persons with disabilities. We use Para sport as a vehicle to drive social inclusion at all levels of society.

As an athlete-centred, membership-focussed organisation, the IPC sets the strategic direction for the whole Paralympic Movement through the publication of four-year Strategic Plans. In addition to overseeing the delivery of our pinnacle event - the Paralympic Games - we provide support, guidance and relevant tools to our member organisations who are made up of National Paralympic Committees, International Federations, Regional Organisations and International

Organisations of Sport for the Disabled. Our objective with our members is to develop Para sport at all levels, from the grassroots through to high-performance.

Our Brand Narrative Change Starts With Sport

The brand narrative of Change Starts With Sport communicates the transformational impact the Paralympic Movement has on society and to drive the human rights agenda.

Our Vision Make for an inclusive world through Para sport.

Our Mission To lead the Paralympic Movement, oversee the delivery of the Paralympic Games, and support members to enable Para athletes to achieve sporting excellence.

IPC Strategic Plan 2023-2026 A strong belief that Change Starts With Sport motivates our international workforce to work as one team, aligned and focused on fulfilling our Vision and Mission through delivery of the IPC Strategic Plan. To read the current Strategic Plan, please visit our publication website (www.paralympic.org/publications).

3 WORKING WITH A PURPOSE-DRIVEN TEAM

Our values

Through multiple organisation-wide workshops led by an external consultant, our diverse team identified the IPC's organisational values. In these workshops we, the IPC team members, captured what drives us, and what it is that makes our organisation so unique and special. Our six values represent our uniqueness as an organisation and the team behind it, as well as the goals we strive for.

Passion - We are energised by a clear sense of purpose, and we are motivated by seeing how our work makes the world a better place. We work hard pursuing excellence in all we do, we recognise and value each other's contributions, and we celebrate individual and team success.

Authenticity - We act with integrity, take ownership for our work and communicate with clarity and transparency.

Inclusion - We value diverse identities and backgrounds as this brings new ways of thinking and problem-solving to our organisation. We seek out other perspectives, we consider the impact of our decisions on people who are different from us and we empower each other to bring our whole selves to work.

Trust - We enable each other to take and learn from our decisions, grow and thrive. We create an environment where it is safe to speak openly, and we treat mistakes as opportunities to learn.

Care - We make an effort to understand and support each other, and we pay attention to our own and others' well-being.

Strategy - We take the time to reflect, evaluate and plan so that our work is focused and sustainable, we communicate and collaborate across functions, and we work towards the long-term success of the organisation.

(Values end)

What IPC has to offer

At IPC, we are committed to providing a supportive and enriching environment for all our team members. Our benefits reflect our dedication to our team's happiness and success. Explore the array of benefits we offer and discover how the IPC supports you personally and professionally.

Annual leave

As an IPC team member, you will receive 30 days of annual leave, including 10 days which are in addition to the statutory minimum leave entitlement in Germany. In addition, there are the German public holidays and - as is usual in our region of North Rhine-Westphalia - a further 2.5 days off to celebrate carnival, Christmas Eve, and New Year's Eve.

Remuneration

Our salary bands are based on several criteria, which include (but are not limited to) commonly prescribed tasks, level of responsibility, supervisory duties, required knowledge, and required competencies and skills.

In addition to the salary, all IPC team members have the opportunity to receive a tax-free voucher, which has a monthly value of 44/-EUR. This voucher reduces the tax you have to pay and can be used in a wide range of shops.

Please read chapter 4.1 to learn more about the salary bands at the International Paralympic Committee.

Transportation subsidy

Take advantage of the IPC's discounted job ticket offer with which you can use local and regional transport - at the moment even throughout Germany.

Bonn has a well-developed local and long-distance transport network, and you can use the job ticket to discover the region and cities around Bonn.

Working time

The IPC offers its team members a flexitime model in which team members can individually determine the daily start and end times of their working hours - this includes a fixed time period of five hours (for full-time team members) during which each team member is available at their workplace at the IPC office. In addition to flexitime, a mobile working day per week is granted if the role responsibilities of the position allow for it.

Team events

We enjoy celebrating and coming together in regular team events to have a great time in good company. Some examples of these gatherings include our IPC BBQs, as well as our very social summer garden and winter parties. The office is also regularly visited by mobile ice cream and coffee carts, providing an additional opportunity to meet IPC team members over a little treat.

Staff engagement

Employee Resource Groups (ERGs) provide a meaningful forum for dialogue among colleagues and representation to IPC senior leadership. Broadly speaking, their key aims are to listen, communicate, engage, advocate, and promote. Whatever the focus, effort, or topic, the work of the Employee Resource Group contributes to the organisation's overall commitment to excellence and to getting better at what we all do.

For example, the ERG Disability has produced a handbook that provides colleagues with disabilities with useful information and recommendations on living and working with a disability in Bonn.

Disability and Inclusion

Inclusion is one of the core values of our organisation and it signifies the diversity we strive for in our team. Our workforce is represented by more than 45 nationalities and 16% of our workforce has disclosed a disability. Three out of five employees are female, and our Senior Executive Team of six is gender balanced. Our organisation is made up of people from diverse backgrounds and affiliations. We are committed to ensuring that each individual is not only a valued team member, but also experiences a deep sense of belonging. For instance, in addition to the statutory additional annual leave, persons with disabilities receive enhanced assistance in securing suitable and accessible housing, acknowledging the unique challenges they may encounter when moving to a new city. We also are dedicated to ensuring each person's workplace environment is tailored to support their professional responsibilities.

Athletes are at the heart of what we do. Therefore, team members who continue to actively and formally participate in sporting competitions receive an additional five days of annual leave to pursue their sporting goals.

IPC gym

Change Starts With Sport - this statement is not only the foundation of our brand but also is an invitation for you to embrace change as part of our team.

In our new headquarters we provide gym space and equipment for you to improve your health and well-being.

Corporate pension plan

We reward your loyalty by enrolling you in our corporate pension plan after two years of service.

German classes

Although Bonn is a city where English is widely used, we offer introductory German language courses for our team members. The German language can be challenging but don't be afraid to take part - this will definitely help you to comfortably call Bonn your new home.

New Headquarters

After 25 years at Adenauerallee 212-214, and nearly a decade split across different buildings, we have outgrown our office space.

With funding from the Federal Government of Germany, State of North Rhine-Westphalia, as well as of the city of Bonn, we moved! The cabinet of the State of North Rhine-Westphalia decided to provide the IPC the property of the former State Representation in Dahlmannstrasse 2 in Bonn for the long-term. The building, located next to the river Rhine and adjacent to Bonn's World Conference Centre, is approximately only 500m from the IPC's former base on Adenauerallee, but it represents a whole new world! The new HQ currently has capacity for approximately 150 team members, and plans are under consideration for an additional building on that site.

For the first time in nearly a decade, all of Team IPC is based under one roof, making it much easier to work together and embody our organisational culture. Team IPC will benefit from working in one of the most accessible and inclusive offices in the whole of Germany.

What our colleagues say

"It is a privilege and an honour to work for the IPC, in a creative role that combines my passion and my knowledge as a Paralympian of the Paralympic Movement." (Richard Fox, Digital Media Content-Co-ordinator).

"The most favourite part of interning at the IPC was that I've worked with so many incredibly talented people. The atmosphere is always very positive." (Fridayuni Putri Utami, Finance Co-ordinator).

Get an impression of team IPC

45 different nationalities.

80% international team members; 20% German team members.

38 years is the average age of team IPC.

16 percent of team IPC identify themselves as person with disabilities.

59 percent of team IPC identify themselves as female.

4 FURTHER INFORMATION

4.1 REMUNERATION

Thank you for considering a job at the IPC at our headquarters in Bonn, Germany.

We strive to be a truly great employer. Our international workforce is immensely talented and committed to making our bold vision a reality. Not only do we organise great high-performance sport events that excite billions of people, but our work is aimed at ultimately changing the world by transforming attitudes towards persons with disabilities and driving social inclusion.

We are publicly sharing our paybands out of our desire to be transparent.

Our salary bands

Our salary bands are based on several criteria, which include (but are not limited to) commonly prescribed tasks, level of responsibility, supervisory duties, required knowledge and required competencies.

Matrix of salary levels according to job groups

Job level	Salary level (monthly gross in euro, full-time (40 hours/week))
Assistant and Co-ordinator	From 2,601 to 3,249
Manager and Executive Assistant	From 3,249 to 4,116
Senior Manager	From 4,116 to 4,763
Head of Department	From 4,763 to 6,497
Director and Chief	Higher than 6,497

German tax system and social security

As with most countries, taxes are automatically deducted through payroll from a team member's gross salary each month. The tax amount is determined by German law and depends both on the gross salary (progressive tax system) and personal factors, such as marital status and affiliation to a German state church.

Each team member is provided with statutory social security benefits, which include medical insurance, unemployment insurance, accident insurance (on the way to and from work and during work) and a retirement pension. General public

health and dental care for required and emergency procedures are included in the medical insurance through payroll and usually do not have to be paid separately by the employee. The contributions to the various insurances are based on the gross monthly salary (20-21% - the IPC covers about half of this).

If you want to calculate roughly how much of your salary you would take home each month, please use one of the calculators available on the web, for example: [Gross/net calculator](#). This will allow you to review the structure of payable tax, social security contributions, and the resulting calculation of net salary.

Should you join the IPC, then this website [Cost of living](#) will help you compare Bonn with your current city of residence.

4.2 STARTER INFORMATION

The IPC's HR Team will support you in moving and settling in Bonn. You might be wondering what living in Bonn is like or perhaps you have children and would like to understand if there are suitable kindergartens and schools for your loved ones. Let us try to answer these and additional questions below.

Relocation support

We are aware that packing your bags and moving your life to Bonn requires a lot of effort and energy. For this reason, IPC offers international employees a Relocation Support Package to financially support your journey to Bonn, your move as well as your first weeks in Bonn. The budget includes monetary payment and support for your and your family's visa process. And of course, your new HR team, as well as IPC colleagues, will support you with advice and information to make your start in Bonn a success. The IPC travel team will also offer their support in booking your transportation to Bonn.

Housing

Your relocation support will include transitional housing for up to six weeks (12 weeks for people requiring accessible accommodation). If desired, the IPC can also issue you a short-term loan for your rental deposit so that nothing stands in the way of signing the rental contract.

Once you are in Bonn, it will be easier for you to search for an apartment or house. This process can be challenging and time consuming, but our HR colleagues and team members of your IPC team will support you along the way with their advice. In addition, we have built up a network of landlords that has already enabled us to place our new colleagues in apartments.

Leisure activities in Bonn

In addition to using the facilities and equipment at our own IPC Gym, you can also join one of Bonn's 250+ sports clubs, which offer facilities, courses and equipment

for all sports. The Rhine river offers long routes ideal for cycling, walking or roller skating. The nearby Siebengebirge, as well as the Eifel region, offer excursions into nature for easy to challenging hikes.

Health insurance

The German health care system is based on statutory health insurance (GKV) and private health insurance (PKV), with GKV covering the majority of the population. Health care in Germany is comprehensive and of high quality, with universal access to medical services and care.

We will support you in registering with a health insurance plan, since an enrolment is required by law for any citizen.

As usual in Germany, the monthly health insurance fees for the GKV are deducted from your gross salary and the IPC pays about half of the required contributions.

Kindergarten and school

The state schools are free of charge and are known for a good standard of teaching. The school year typically starts on 01 August and ends on 31 July of the following year. Due to Bonn being an international city, we have two international schools, for each of which tuition fees apply. There are also plenty of day-care centres (KiTa) for which a fee is charged. Although there are many KiTa's in Bonn, patience and effort are needed to obtain a place.

City of Bonn

Bonn is a vibrant, international city and is home to the United Nations and the World Health Organisation, as well as many international companies like Telekom and DHL. The city is located on the banks of the Rhine river and is characterised by parks, playgrounds and nature areas, as well as a beautiful old town with restaurants, cafés and pubs. Bonn is the birthplace of Beethoven and offers a rich cultural life that includes dance, music, theatre, art and historical sites. There are more than 300,000 inhabitants in the city and it is home to the University of Bonn.

Even more activities (including greater nightlife) can be found in Cologne, the neighbouring city that is 30 km away. During the carnival season, Bonn is also known for its party atmosphere. The airports in Cologne, Düsseldorf and Frankfurt are not far away, and provide a good opportunity for travelling and visits from friends and family in Bonn. In addition, Germany's extensive rail network makes it easy to travel to nearby European countries (for example, Paris is only 3.5 hours away by train from Cologne).

4.3 TYPICAL RECRUITING PROCESS

Team IPC is made up of a diverse workforce. It is our desire and goal to maintain this for our future team members, and we have designed the recruiting process with this in mind.

Our interviews are typically conducted by two different panels of three people. In this way, our future team members have already met five to six of our colleagues before they have even received an offer. The decision on the final candidate is not made by one person, but by taking into account all the feedback from the participating colleagues.

Apply: Are you our next team member? If you are interested, please share with us your cover letter and CV.

1st Interview: We look forward to getting to know you better, understanding more about your qualifications and interest in this role.

Task: Congratulations, you have made it to the second round. Now we will give you a task to assess how you approach role-specific tasks.

2nd Interview: Meet new colleagues in your 2nd interview. Now we would like to look more specifically at whether you are the person for this position.

Job offer: If you're the one who excels in our selection process, expect to hear from us with a job offer - you're on your way to an exciting new opportunity!

4.4 MEET TEAM IPC

The IPC is still a relatively young organisation. We were founded in 1989 and have experienced tremendous growth during the past decade. We continue to professionalise our business and expand the services we offer to our 200+ member organisations around the world. Once a volunteer-managed organisation, we now enjoy a professional team of more than 130 people at our headquarters in Bonn, Germany.

The IPC Management team consists of the professional staff working under the direction of the Chief Executive Officer (CEO). The CEO is responsible for the management of the organisation and represents the Governing Board and the organisation in all day-to-day business affairs.

In addition to the full and part-time members, the IPC uses the services of several experts from different content areas and regularly gives interns the opportunity to gain practical experience.

We are team IPC

We work as one team, aligned and focused on fulfilling our vision and mission.

Below you will find a list and brief description of some of the departments of the IPC. For the list of our team member, please follow this link: <https://www.paralympic.org/the-ipc/management-team>

Senior Executive Team (SET)

Organisational planning and budgeting, executive decision-making and overseeing cross-departmental initiatives: our SET leads the IPC's management team.

Games and Events

Through four departments (Sport, Operations, Games Delivery, and Events), the Games and Events division leads on planning and collaboration with the IOC, the Organising Committees, and their partners.

Classification

Classification is a defining feature of Para sport. The department provides support to IPC membership in implementing the IPC Classification Code.

Anti-Doping

The Anti-Doping department seeks to safeguard the long-term integrity and development of the Paralympic Movement through clean, fair and competitive sport for athletes.

Membership and Impact

With more than 200 member organisations around the world, our Membership department serves our members and their athletes to advance the Paralympic Movement. The department also works with partners and stakeholders to drive impact through Para sport and advance disability inclusion.

Brand and Communication

The incredible stories of Para athletes, the Paralympics, and impact the Paralympic Movement has on transforming society, are told and visualised by this team.

Partnership Services

The Paralympic Games, our Para sports and Members: as a non-profit organisation we all benefit from the close relationship to our passionate partners.

Medical and Scientific

Working in partnership, this team ensures the health of Para athletes and other sport participants, supports Para athlete safeguarding and encourages the development of knowledge and evidence in Para sports science.

World Para Sports

Oversee and coordinate the work of the international federations governed by the IPC.

Corporate Services

The backbone of any organisation that enables the other departments to operate efficiently: Legal, Governance and Compliance, Facility Services, Finance, IT and Human Resources.

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