



Top Sport Manager (M/F)

ORGANIZATION

The Gymnastics Federation Flanders vzw is the Dutch-speaking division of the Royal Belgian Gymnastics Federation. Gymfed supervises and supports its clubs so that recreational, competitive and top athletes can practice and experience their sport in a qualitative way.

As a federation they promote the sport and focus on the well-being and development of the clubs and their members, the athletes, volunteers and employees.

With more than 130.000 members, Gymfed reinforces its position as the third largest sports federation in Flanders.

About 40 staff members are responsible for the development of gymnastics in Flanders, the service for the more than 320 clubs, the offer for the recreational and competition gymnasts and the guidance & coaching of the top sports gymnasts.

ROLE

You contribute to determining the vision and policy of the Top Sport department of Gymfed.

Based on the mission of Gymfed, you determine the tactical and operational strategy, which aims to bring the Flemish gym sport to a level of excellence.

The added value of this role lies in the rolling out, implementation, adjustment and evaluation of the Top Sport policy plan.

In doing so, the roles of all relevant stakeholders, including the coaches, should be taken into account and the aim must be a maximum level of cooperation and co-creation. The athlete must take a central position in this.

You are able to anticipate on technological and social evolutions and adjust your policy accordingly.

CONTEXT

The Belgian elite sport landscape is complex :

- National context: elite sport in general, and gymnastics in particular, is the responsibility of the communities. Stakeholders : Sport Vlaanderen, BOIC, Royal Belgian Gymnastics Federation, FfG, coaches, and athletes.
- International context : the international gym federations and the IOC only recognize the 'national umbrella organizations' : the Royal Belgian Gymnastics Federation. Stakeholders: BOIC, Fédération Internationale de Gymnastique, European Gymnastics, and Royal Belgian Gymnastics Federation.
- Specific working conditions :
 - Field presence is required
 - Frequently out of the office (25%)
 - Longer stays abroad (in function of international competitions)
 - Regular evening and weekend work
 - Very high availability

KEY RESPONSIBILITIES

▪ **Tactical and operational strategy**

In consultation with the management team and the board, and based on the mission of Gymfed, you determine the policy for elite gymnastics in Flanders and translate it into a tactical and operational strategy based on a long-term vision. In doing so, you try to create added value in order to significantly increase the number of Flemish athletes in the world top at the Olympic Games

- Women's Artistic Gymnastics (WAG) : perpetuation of current performance
- Men's Artistic Gymnastics (MAG): setting up a new route towards OG 2024 and OG 2028 (Top 8)
- Acrobatic Gymnastics (no Olympic discipline) : maximising medals at the World Games and World Championships
- Other disciplines: rhythmic gymnastics, trampoline, tumbling

▪ **Framework**

Provide the necessary framework in terms of qualified personnel, financial and other operating resources, to make it possible to achieve the objectives.

You also ensure a coherent approach within the daily top-level sports work by all those involved (in order to achieve the highest results during Olympic Games, World Games, World Championships, competitions, training camps...)

▪ **Leadership and team building**

Motivate, direct, and support the employees of the department so that they can fulfil their job in optimal circumstances. Ensure team spirit, so that all people work in the same direction.

You give direction to your team members so that the Gymfed policy is converted into concrete operational plans in the field of high performance management.

You delegate broad responsibilities and competences, but you monitor the whole in terms of both financial management and team cohesion.

▪ **Networking**

Externally (nationally and internationally) and internally build, maintain and optimize the own network to create the most favourable conditions for the operation of the department and to stimulate collaboration between employees at the various levels (internal and external).

▪ **Expertise - excellent knowledge of Topsport**

You facilitate, support and advise clubs, athletes, coaches... in order they are able to develop their expertise.

Together with the team, you strive to strengthen and further expand the unique position of Gymfed in the field of elite sport by developing new insights and working methods, making use of all possible technological and other developments.

WORKING RELATIONSHIPS

- As a member of the management team and the board, you report to the General Manager
- Organization structure <https://gymfed.s3.eu-central-1.amazonaws.com/editor/45bdf7bf94737bce150a936845296a0.pdf>

In Gent, you manage a team of 20 people (18 coaches - 11 WAG, 4 MAG, 3 ACRO - + 2 staff members) <https://www.gymfed.be/over-gymfed/medewerkers/topsportteam> as well as the entire multidisciplinary team of physiotherapists, doctors...

Indirect (functional): all coaches within the WAG, MAG and ACRO top-level sports activities within Gymfed

- Main contacts:

Internal

General Manager, F & A Manager	Consult, determine strategy, report (weekly)
Staff members	Direct, motivate, support, coach, advise, evaluate (daily)
(Head) Coaches Multidisciplinary team	Consult, align, coordinate, direct, motivate, evaluate, solve problems (daily)
Athletes, Parents	Informal contacts (ad hoc)
Administrative body of the federation	Active participation, presentation of plans, state of affairs (monthly)

Extern

FfG - RBGF	Fine-tuning and consultation (ad hoc)
BOIC	Representation, contacts, gather expertise, Report on internal functioning
Sport Vlaanderen	Present and defend files & cases and close contact for the follow-up of operations

PROFILE

- Minimum 10 years of experience in, a thorough knowledge of, and a passion for elite sport
- Knowledge of gymnastics and its disciplines is an important asset
- Experienced people manager, who likes to give direction to others and knows how to promote team cohesion
- Win-Win mentality, and solution-oriented
- Visionary
- Strategist
- Decisive, confident and convincing
- Enthusiastic and driven
- Diplomatic and empathic
- Ability to handle diversity in complex and politically sensitive contexts
- Psychological insight within a sport and competition context
- Hands-on
- Open-minded
- Being able to work efficiently with MS Office
- Master education or equivalent through experience
- Trilingual: Dutch, French, English