

March 2026

WWR Program Manager

Position Available

worldwheelchair.rugby



WWR Program Manager - Position Available

World Wheelchair Rugby (WWR) is seeking a Program Manager for a contract position responsible for WWR programs, with a focus on competition management, global development and gender equity initiatives.

Additional responsibilities include supporting the WWR Technical and Classification Groups and the WWR Education Plan, identifying and pursuing new funding opportunities (including grants, value-in-kind support, and partnerships), and contributing to other programs and services as required.

Key to the role is the creation and delivery of an operational plan to deliver the responsibilities listed below.

The successful candidate will report to the Director of Competitions & Development.

For information on WWR's Vision, Mission, Values, and Strategic Plan, visit:

<https://worldwheelchair.rugby/>

Key Responsibilities

1. Competition management

Responsible for the ongoing management and development of the WWR competitions pathway. Additional responsibilities may include projects that support and strengthen the WWR competitions system. Working collaboratively with the WWR Office and the WWR Competitions Working Group (CWG)

- Maintain a robust competition structure, including qualifiers and championship events with pathways to the Paralympic Games and World Championships.
- Support the delivery of development-level competitions.
- Coordinate and attend Competitions Working Group (CWG) meetings, including taking accurate minutes and records on behalf of the Chair.
- Update, develop, and maintain competition-related rules, regulations, policies, and procedures.
- Manage and maintain the World Ranking system.
- Develop and oversee qualification pathways for the World Championship, Paralympic Games, and other multi-sport games.
- Develop and publish event bid documents; seek host organisations; oversee bid evaluations
- In conjunction with the Technical Delegate, liaise with Organising Committees and WWR partners (e.g. IPC) to provide guidance, support, and advice.
- Ensure event hosts submit all required reports, including post-event and financial reports.
- Update, revise, and manage the WWR competition "Licensing" process.
- Maintain and update the WWR competitions calendar.

Additional project based work (support and strengthen the WWR competitions system)

- Ensure systems are in place for Technical Delegate (TD) assignment, evaluation, resources, and education.
- Manage additional competition-related projects as required from time to time
- Prepare papers and reports for submission to the WWR Board, including requests for approval and operational or strategic updates.

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2. Development and gender equity

- Support the development of developing and new members to encourage and ensure participation in WWR programs, competitions and education initiatives
- Work with the Women's Advisory Group to create and deliver a program to increase female participation in wheelchair rugby globally and in alignment with the WWR Strategic Plan

3. Working Groups, regional and program support

- Support WWR Working Groups, Regional General Managers and targeted programs and events related to their work.
- Facilitate effective communication and information sharing between "Regions" and WWR.

4. Partner relations and communication

- Work with partners to ensure ongoing communication and alignment of programs, including WWR Member Nations, World Rugby, Local Organising Committees, and the IPC, as appropriate.
- Develop and implement with support of WWR staff communications plans to promote awareness of resources, sharing best practices and programs to support growth and development globally.

5. Funding, planning, and reporting

- Research and identify funding opportunities to support WWR programs.
- Work with WWR staff to deliver the strategic plan.
- Create and deliver an annual operational plan.
- Develop, monitor, and report on program budgets and ensure accurate tracking of data and reporting requirements.

Qualifications & experience

- Degree in Sport Administration or a related field, or equivalent experience in sport programming.
- Basic experience with budget management and reporting.
- Excellent verbal and written communication skills.
- Strong ability to build and maintain effective professional relationships.
- Ability to work independently, efficiently, and manage multiple priorities.
- Willingness to complete a screening process, including a criminal record check.
- Experience working with people with physical disabilities is an asset.
- Knowledge of parasport and wheelchair rugby is an asset.
- Fluency in English (spoken and written).

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Working Conditions

- Fully remote work environment.
- International travel required.
- Full-time contract position (40 hours per week); flexibility required, including occasional evenings and weekends.

Compensation

- Three year fixed contract subject to annual renewal of funding
- \$50,000 - \$56,000 USD commensurate with experience.
- Individuals are responsible for:
 - All tax payments (in accordance with respective national laws),
 - Any contributions to office space including access to internet,
 - Health care,
 - Pension,
 - Includes 28 days annual holidays, (includes public/bank holidays or any national equivalent)
 - Employment and/or health insurance,

WWR does have director and officers indemnity insurance as well as professional indemnity insurance, which would include this role. Copies of these can be made available to a successful applicant.

Application timeline

Call for applications	18 March
Deadline for applications	12 April
Shortlist applications	13-17 April
Interview window (5pm – 10pm UTC)	20-28 April
Candidates informed (no later than)	5 May
Targeted start date	1 June

IMPORTANT

- Only short-listed candidates will be contacted.
- Successfully shortlisted candidates should make themselves available for interviews via video call during the period stipulated above.
- Shortlisted candidates may be requested to provide references. Please ensure these will be readily available.
- Times will be subject to availability.

Please submit a cover letter and resume to: John Timms, WWR Operations Manager
office@worldwheelchair.rugby