

Role Profile 012 BIU

JOB TITLE: Wellbeing Coordinator
LOCATION: Salzburg, Austria
REPORTING TO: Prevention Manager
CONTRACT: permanent, full-time

Overview of Biathlon Integrity Unit

The Biathlon Integrity Unit (BIU) is operationally independent from the governing body of biathlon and is managed by the Head of the BIU who reports to the Integrity Board.

The purpose of the BIU is to protect the integrity of biathlon from all forms of corrupt practice, including performance enhancement through doping and betting-related activities.

The remit of the BIU is to combat the threat of corruption, primarily through prevention, investigation and prosecution.

Job Description and Requirements

The International Biathlon Union (IBU) and Biathlon Integrity Unit (BIU) are committed to ensuring that every member of the biathlon community, including athletes, coaches, staff, and volunteers, has access to meaningful, tailored mental health and wellbeing support. This encourages a culture where holistic health is understood, prioritised, and openly supported throughout our sport.

To advance this commitment, we are seeking a **Wellbeing Coordinator** to coordinate the implementation of wellbeing initiatives, provide ongoing support to staff and partners, and strengthen the organisation's focus on mental health and wellbeing.

This role will sit within the **Biathlon Integrity Unit (BIU)**, working closely with its internal governance and safeguarding staff, and the broader IBU, to ensure a consistent and coordinated implementation approach to wellbeing across the organisations and the wider biathlon family.

Key Responsibilities

1. Wellbeing Strategy & Operational Delivery Plan Implementation

- Coordinate the day-to-day implementation of the IBU's Wellbeing Strategy and Operational Delivery Plan.
- Develop, monitor, and evaluate initiatives that promote a culture of wellbeing within the IBU and the wider biathlon community.

2. Partner Liaison & Stakeholder Engagement

- Maintain and support strong relationships with National Federations (NFs), athlete groups, and partner organisations.
- Act as the primary liaison with external wellbeing and mental health partners.
- Coordinate wellbeing-related projects and services delivered in partnership with external experts.
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3. Internal Education & Staff Wellbeing

- Develop and/or coordinate the delivery of training, workshops, and awareness sessions on wellbeing, resilience, and mental health for IBU staff and stakeholders.
- Signpost to confidential guidance and support for staff members on wellbeing matters.
- Identify opportunities to enhance staff wellbeing initiatives, policies, and practices.

4. Mental Health Contact Network Coordination

- Establish, train, and coordinate a network of Mental Health Contacts (MHCs) across National Federations.
- Serve as the central point of contact for the network, ensuring effective communication, resources, and support.
- Facilitate the sharing of best practices, case studies, and tools across the network.

5. Resources & Toolkit Development

- Lead the creation and maintenance of internal and external wellbeing toolkits, promotional resources, and guidance documents.
- Ensure resources are evidence-based, culturally sensitive, and adaptable to the needs of the biathlon community.

Qualifications & Experience

- Tertiary qualification (or equivalent certifications) in psychology, mental health, human resources, sport science, or a related field.
- Demonstrated experience in wellbeing, mental health, or people support roles (within a sporting environment desirable).
- Strong project management and coordination skills.
- Experience developing and delivering training, education, or workshops.
- Excellent interpersonal and communication skills, with the ability to work sensitively across diverse cultural contexts.
- Fluency in English (spoken and written); additional languages are an advantage.

Key Competencies

- Empathy, discretion, and strong interpersonal sensitivity.
- Ability to build trust and rapport across different levels of an organisation.
- Proactive, solution-focused, and able to manage multiple priorities.
- Commitment to the IBU's values of fair play, integrity, sustainability, innovation, governance, athlete welfare, and respect.

What We Offer

- A meaningful role at the heart of international sport governance.
- The opportunity to shape and drive a global wellbeing agenda.
- A collaborative, multicultural working environment.
- Competitive salary and benefits package

Salary and Benefits

Salary on request

Core working hours: 38.5 hours per week

5 weeks annual leave plus bank holidays

Pension Scheme

Selection process and vetting procedure

The selection process will include one or more interviews, to be held in person and/or remotely at a time to be specified.

To be selected for the role, a candidate must be 'Eligible', as defined in Article 26.2 of the IBU Constitution. The Vetting Panel (made up of the three independent members of the BIU Board) will determine whether the candidates are 'Eligible' following a vetting process (as set out in Article 27 of the IBU Constitution, and in the Vetting Rules). Candidates (if selected) will be required to submit a duly completed 'Vetting Disclosure Form' for this purpose.

The IBU Constitution, Integrity Code, BIU Rules, and Vetting Rules are available at:

<https://www.biathlonworld.com/downloads/>.

How to Apply

Applications must be sent to the following address info@biathlonintegrity.com by no later than 31. March 2026 and must include the following information/documents:

- A curriculum vitae with contact details including address (work and home), telephone numbers (including mobile), and email address;
- A letter of application (of 1-2 pages) explaining why the candidate is applying for the role and addressing the key selection criteria;
- Contact details for three referees and (if available) reference letters from each of those referees (it is the candidate's responsibility to ensure that referees are willing to provide a reference when contacted by any member of the selection team); and
- The earliest date that the candidate could start in the role, giving consideration to any time needed for notice requirements, relocation, and/or visa requirements (if applicable).

The BIU is an equal opportunities employer and welcomes applications from a full diverse range of candidates, regardless of age, gender, ethnicity, sexual orientation, faith or disability.