

2025 AUSTRALIAN DEAFLYMPIC TEAM

Assistant Chef de Mission Position Description



Position:	Assistant Chef de Mission (voluntary)
Reports to:	Chef de Mission, Australian Deaflympic Team
Work group:	High Performance and Logistics Sub Committee
Salary:	Honorary

Purpose:

The city of Tokyo, Japan will host the 25th Summer Deaflympics from 15th to 26th November, 2025. Elite deaf and hard of hearing athletes from around the world will come together for 12 days of International sports competition and social and cultural activities.

Deaf Sports Australia (DSA) is a dynamic organisation whose aim is to field the best possible Australian Deaflympic Team (ADT). All team members will be part of this shared dream and every one is expected to contribute to its success. The aim is to finish in the top 10 medal countries

The DSA Board of Directors and General Manager will help to achieve this by providing professional service to the overall management of the Team.

Primary focus:

In achieving the above, the primary focus of this position is to ensure harmony and effectively deal with specific challenges of managing the ADT to participate at the 2025 Tokyo Summer Deaflympic Games.

Assistant Chef de Mission (ACdM) Responsibilities - In pursuing the primary focus the incumbent will be required to:

- Support the Chef de Mission (CdM) to oversee the daily operation of the ADT for the duration of the date of appointment to the closing of the project approximately three months after the 2025 Deaflympics
- Assist in the overall management and control of the ADT, in conjunction with the CdM, including acting as Chair of daily issues meetings as required
- Manage internal and external communications, including management of media functions, including but not limited to development and publication of media releases, newsletters and social networking pages in consultation with CdM
- Accompany the ADT to Tokyo, Japan for the duration of the Deaflympics (*all expenses would be reimbursed by DSA – details to be provided on appointment but on a voluntary basis*)
- Work closely with the CdM to prepare, book and coordinate accommodation, meals, and transportation (including airfares and local transport) for all team members
- Where required liaise with all selected team members via all means of communication
- Periodically prepare management report and team information reports prior to and during the Games
- Assist in the collation and review of the final Games report after the finish of the Games with such report covering an overall review plus individual sport reports

Safety and Wellbeing:

The CdM will ensure that the ACdM is able to take regular breaks during periods of high demand, particularly during Deaflympics competition period.

Minimum Qualifications:

- Demonstrated interest/involvement in sports
- Demonstrated interest/experience in sports administration
- Be a respected person within the deaf and sporting communities

Desirable Qualifications:

- Previous involvement as an athlete or official at international level, ie Asia Pacific Deaf Games, World Championships, Deaflympics

Additional Requirements:

- Must be available for pre games training camp (July 2025) and Deaflympics from 11th – 26th November 2025
- Must possess current Australian Passport
- Must be able to communicate with the Chef de Mission from notification of selection until the completion of 2025 Deaflympics
- Must be able to write a summary report on ACdM duties/experience and suggested recommendations within 4 weeks of completion of the 2025 Deaflympics. (Due by 25th December 2025)

Interested applicants should compile the following:

- Resume
- Statement of interest and experience addressing the above responsibilities and qualifications (minimal and desirable) mentioned in the position description (max 500 words or 5 minute Auslan video)
- Contact details for 2 references

Please send the completed application to:

Bryn Davies
Chef de Mission
2025 Australian Deaflympics Team
Email: cdm@deafsports.org.au

Selection process:

The CdM will oversee the selection process for the role. A selection panel comprising of the CdM, DSA General Manager and an independent person will be formed for candidates who have made it to the interview stage. After the interview stage, the selection panel will submit the recommendation to the Deaf Sports Australia Board of Management for feedback/approval. Selections are final pending the CdM and DSA Board of Management approval.

Date and time of closing applications:

Friday 28th February, 5.00pm AEDT.