

Job Description

Job Title:	Events Officer
Department:	Sport Development Directorate
Reporting To:	Head of Events
Hours of Work:	Full Time
Location:	Home Based
Job Purpose:	Plan and deliver national events as directed by the Head of Events. Manage and implement all competition related activities in line with the sport technical specifications and strategic objectives, growing the profile of aquatics across the nation.


Job Context:

- Plan and deliver national competitions and events which add value to our clubs, participants and wider stakeholders, following the strategic directions set by the Head of Events.
- Work in collaboration with internal and external stakeholders to ensure competitions and events are delivered in line with the agreed specifications, sport specific requirements and strategic objectives.
- Promote fairness, consistency and inclusivity within all activities.
- Work with the other members of the sport development directorate and all relevant stakeholders and volunteers to ensure that an exceptional service is offered to clubs and participants.

Duties and deliverables:

The post holder will:

- Work closely with the Head of Events, who will set the strategic direction, and provide support in developing the strategic approach to competition and drafting plans and reports as appropriate.
- Build a strong working relationship with and support the discipline leadership groups to plan for staging competitions in line with sport technical rules, strategic objectives and Health and Safety requirements.
- Lead on all aspects of planning and delivery of competitions and events, cross-team working, procurement and investment of resources, dissemination and publication of collateral, monitoring of outcomes and evaluation.
- Manage budgets related to the delivery of competitions and events, including conducting cost analysis, identifying cost efficiencies and negotiating on rates to enable cost-neutral delivery or better.
- Liaise with venue operators, contractors, suppliers, hotels and other service and goods providers to ensure event logistics and operations are accurately scoped, procured and appropriately risk assessed.

- Attend and deliver competitions and events where necessary, acting as the main point of contact on venue, managing and supervising event volunteer and contractor workforce in collaboration with the event management group.
 - Work closely with key stakeholders on designing the swimming competition entries administration process, complete the necessary system training, develop the in-house training resources and support the administration of swimming entries.
 - Act as the main point of contact for all competition entries related queries and lead on providing customer services support for all enquiries.
 - Work closely with Meet Director to recruit and appoint volunteers, provide training, briefing and support throughout the event volunteer journey.
 - Coordinate and administer virtual competitions and events for our sports and members.
 - Ensure that all competitions and events meet the needs of developing an inclusive sport.
 - Ensure that all activities are based on insight, address the needs of participants and where appropriate have strong digital / online and marketing elements.
 - Carry out any other duties as are within the scope, spirit and purpose of the job as requested by the Head of Events.
 - Proactively comply with and promote all organisation policies, in particular those relating to Equality and Diversity, Health & Safety and Data Protection.
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Person Specification

Skills:	Essential or Desirable
Excellent organisational skills	E
Ability to build strong relationships with a range of stakeholders including volunteers and professional staff	E
Conducting research, drafting plans, proposals and reports for internal and external use	E
Excellent prioritisation of workload and time management	E
Influencing others (both staff and volunteers)	E
Ability to accurately process and disseminate large amounts of detailed information/data	E
Project and budget management	E
Ability to supervise teams of volunteers and others	E
Knowledge:	
Knowledge of competition structures, planning and delivery	E
Knowledge of financial and tender processes	E
Knowledge of the aquatic sports	D
Knowledge of using online and digital resources to engage effectively	D
Experience:	
2 years+ experience in event and project management	E
Experience in planning and delivery of sport competitions	D
Experience of working with SportSystems or other sport event management software	D
Developing and implementing plans to achieve outcomes	E
Working in sport or leisure sector	D
Managing data and/or large volume of detailed information	E
Acting as first point of contact and providing customer services support	D
Approach:	
Innovative and creative, looking for best ways to achieve successful outcomes	E
Collaborative, working with multiple teams, internal and external stakeholders to develop solutions and gain buy-in	E
Focussed, with an ability to deliver against key priorities	E
Proactive, able to work in a self-directed manner either individually or as part of a team	E
Qualifications:	
Project management qualification or relevant professional experience	E
GCSE grade A - C in English & Maths or level 4 or above or equivalent	E