

# Task Description



## Title: Tournament Coordinator

### Role purpose:

- Assist the National Events Manager in the running of all England Touch affiliated tournaments accommodating all ages and standard of players across the country.
- Coordinate tournament matters for all ETA events. (attendance required)

**Experience:** Managing events. Project management. An understanding of the current tournament structure would be advantageous.

**Qualifications:** Sports or Events linked qualifications desirable

**Hours required:** All ETA-run tournaments

### Key dates:

- Apr/Sep – Deliver the ETA Touch Season

**Reports to:** National Events Manager

**Locations:** Various tournament venues

**Contract type:** Ongoing

**Salary:** Voluntary role, expenses paid if applicable.

### Skills and Qualities:

<b>Person specification</b>	<b>E</b>	<b>D</b>
Good level of numeracy, keyboard skills and computer literacy.		X
Experience in Microsoft Word, Excel and GoogleDocs.	X	
Able to quickly learn new computer systems.		X
Work well under pressure and be highly organised.	X	
Very good oral and written communication skills.	X	
Good time management skills and the ability to work to tight deadlines whilst managing competing priorities.	X	
An approachable can-do attitude.	X	
Form relationships with people quickly and easily with the ability to engage your audience.		X
Be available for queries.	X	
Have the ability to negotiate and persuade, sometimes in a setting that is unresponsive or hostile.	X	
Be a member of an England Touch affiliated league or club.		X
Able to keep projects/tournaments to budgets		X
Good experience/understanding of running tournaments.	X	

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## Scope of job/key elements:

<b>Main duties and Job Accountabilities</b>	<b>Measures and input required</b>
Assist the Events team with coordinating all National Touch Series Tournaments, including, amongst others, the Elite National Touch Series, Men's Women's National Touch Series, Development National Touch Series.	Managing the morning team registration process, assisting with setting up of equipment, liaising with tournament referees, inputting scoring, answering player queries.
Reporting all constructive feedback back to Event Manager and suggesting continuous improvements	Liaise with ETA committee members and clubs to ensure that all aspects of the sport are benefiting from the Touch calendar and tournaments.
Maintain a positive and impartial working relationship with all ETA member clubs and partners.	Review tournaments and seasons with clubs. Be approachable to all and look to take on board advice and criticism forward for consideration.