

Task Description



Title: National Events Assistant

Role purpose:

- Assist the National Events Manager in the preparation and organization of all England Touch affiliated tournaments accommodating all ages and standard of players across the country.
- Coordinate tournament matters for all ETA events. (attendance not 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: 2-3 per week off season, 5-6 per week during the season (excluding tournament days)

Key dates:

- Nov 2018 / Jan 2019 – Finalise all plans, bookings and purchases for the season
- Apr/Sep – Deliver the ETA Touch Season

Reports to: National Events Manager

Locations: Work from home / tournament venues as applicable

Contract type: Ongoing

Salary: Voluntary role, expenses paid if applicable.

Skills and Qualities:

Person specification	E	D
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	
Have the ability to make sound, unbiased judgements and recommendations to the management.		X

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Scope of job/key elements:

Main duties and Job Accountabilities	Measures and input required
Assist the Events Manager with coordinating an annual national Touch calendar of events, including, amongst others, the Elite National Touch Series, Men's Women's National Touch Series, Development National Touch Series. Ensure that there is a good national coverage with tournaments.	Plan and ensure that the ETA calendar is up to date and allows the full range of events to occur throughout the Touch season across the country
Coordination and delivery of the Touch Series/Nationals, including development and improvement of the series.	Duties include communication with clubs, medical staff, referees, sponsors, membership, High Performance, suppliers and venues amongst others
Set standards and produce guidance for running tournaments to improve the standard of events.	Produce "how to" and best practice guides to be utilised by member clubs.
Annually review and report on the tournament calendar at the end of each year and check against the ETA long term strategy for tournaments.	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.
Ensure that the P&L for events is healthy.	Keep up to date records of all expenditure, whilst logging all incoming and outgoings. Pricing tournaments correctly, in order to safeguard quality and cover from relevant resources.