

Job Description



Title: MAJOR EVENTS OFFICER (PART-TIME)

Role purpose:

The Major Events Officer will be responsible for the planning and delivery of our Major Events calendar. This is expected to initially include the following:

- An international youth/junior event in 2021
- The Euros in 2021
- The Youth Touch World Cup in 2022
- The Euros in 2022
- The role will also play a key part in exploring and developing other event opportunities and initiatives.

In particular, the key responsibilities will include:

- Lead on our major events planning and delivery across all areas.
- Produce and manage robust major event/project plans and processes.
- Manage major event relationships with all stakeholders, including participating National Touch Associations, the European Federation of Touch (EFT), Federation of International Touch (FIT), local event partners and suppliers.
- Work across other areas of the organisation to create legacy in participation and maximise partnership opportunities for major events.
- Identify and develop future major event opportunities.
- Production of proposals, tenders and bids for future major event hosting and development.
- Work closely with others across the organisation fostering a positive culture and collaborative working environment.
- Ensure effective internal controls and policies across all relevant major event areas, working with the Executive as required.
- Manage and report on major event budgets, working with Finance Director as required.

Key skills, experiences and behaviours:

- Experience in an event management role, ideally in the sport sector.
- Evidence of working with and managing a volunteer workforce.
- Organisation – effective planning from the outset, keeping track of progress and highlighting issues.
- Interpersonal skills – capable of mixing with and developing relationships with a wide variety of people.
- Flexibility – both in the expected jobs to be performed, but also in being able to amend and adapt plans.
- Communication – both being able to communicate effectively, but also listening to others.
- Problem-solving – being able to identify and deal with problems, maintaining a calm approach.
- Teamwork – capable of leading others and being an effective team member.

Qualifications (desirable)

- Evidence of CPD gained in event management, or similar field.
- Knowledge or background in sport events management or national governing body.

Hours required:

- This is a new role and is focused on delivery and achieved outcomes. It is envisaged this will be a part-time position, based on an average 20 hours per week, but alternative work patterns can be negotiated.

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- The hours per week are likely to vary with an expectation that they will be greater in and around the event delivery periods.
- Flexible hours of work with attendance at meetings and events, which maybe out of normal working hours, should also be expected.

Reports to: This post will report to the Chief Executive Officer.

Management responsibilities: The Major Events Officer will not have any direct line management during the year, but they will be expected to manage the delivery teams of volunteers and others at major events. They will also work closely across other areas of the organisation, particularly those linking to event planning and delivery.

Locations: Work from home and various locations as and when required.

Contract type: This is a permanent position, but it will be subject to an initial three-month probation.

Salary: Competitive basic salary of full-time equivalent £15,000-£20,000, pro-rata to hours required. Performance-related bonus, holiday entitlement and pension.

Other:

- Capacity to work outside of normal working hours and undertake travel as required.
- Current drivers licence.