

## Event Coordinator Job Description:

Job Title	Event Coordinator
Reports to	Event Team Leader
Grade	Coordinator
Job Purpose	To coordinate the delivery of the sporting programme and to work with the wider team to create consistency in the delivery, safety and reporting of this programme.
Key accountabilities	<p>Event Management</p> <ul style="list-style-type: none"> <li>• Lead on the organisation and delivery of the sports event programme at a Regional and National level</li> <li>• Ensure that all insurance, legal and health and safety obligations are followed for all events</li> <li>• Manage and coordinate event bookings with key suppliers such as venues and hotels where needed</li> <li>• Provide support to event volunteers during planning, delivery, and on-the day</li> <li>• Oversee the advertisement of the events including promotion and on-the day brand awareness</li> <li>• Work with the Events Management System to monitor and manage all events</li> </ul> <p>Volunteer Management:</p> <ul style="list-style-type: none"> <li>• Build and maintain a strong working relationship with Regional Organisers for your designated sports</li> <li>• Liaise with the Volunteer Delivery Team to recruit for any vacant Regional Organiser roles</li> <li>• Provide help and support to volunteers to understand the key elements of the legal requirements of the events process and the functionality around the advertising and booking systems</li> </ul> <p>Programme and Project Involvement:</p> <ul style="list-style-type: none"> <li>• Liaise with the Strategic Development Team to contribute and help deliver the Sports Strategy.</li> <li>• Participate and contribute to the National Events projects where needed</li> <li>• Participate and engage with all projects and programmes where it is identified that the Events Team is needed or can contribute and make a difference.</li> </ul>

Dimensions	No. of direct reports	0
	Total staff overseen	0
	Internal contacts	Volunteer Team, National Events Manager, Sports Development Executive, Communications Team
	External contacts	Sports Liaison Officers, Sports Organisers, Regional and Area Officers, Communications Officers, Event volunteers

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## Person Specification

Personal effectiveness	Essential	Desirable
	<ul style="list-style-type: none"> <li>Ability to manage and organise time and workload effectively.</li> <li>Resilient and flexible with the ability to work under pressure</li> <li>Ability to build and manage strong working relationships.</li> <li>Accuracy, attention to detail and pride in delivering a quality service and product.</li> <li>Able to work independently and as part of a team.</li> <li>Personal drive and enthusiasm with a positive attitude and a desire to succeed.</li> </ul>	

Skills,	Essential	Desirable
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<b>experience &amp; qualifications</b>	<ul style="list-style-type: none"> <li>• Minimum of 1-year relevant event management experience either in the work place or attained through a relevant qualification.</li> <li>• Intermediate to advanced level of MS word and Excel</li> <li>• Ability to communicate both through written and verbal</li> </ul>	<ul style="list-style-type: none"> <li>• A relevant degree or professional qualification in event management is not essential but may be advantageous.</li> <li>• A working knowledge of CRM and digital Event Management Systems</li> <li>• Experience of working with volunteers</li> </ul>
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The above is not an exhaustive list of duties and the role may be subject to change to align with the overall business objectives of the organisation.