

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

**JOB TITLE:** **Head of Events (Maternity Cover)**

**REPORTS TO:** **Chief Executive Officer (CEO)**

**SALARY:** **£33,000 - £36,000 per annum (salary dependent on experience)**

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### **JOB PURPOSE**

Overall responsibility of the British Events and home International Events, ensuring that the Events Team successfully delivers all to a high standard.

Support the CEO in managing and delivering contractual rights and campaign executions for a range of partners in order to provide the maximum return on investment, alongside Aquatics GB's (AGB) commercial strategy.

### **JOB LOCATION:**

- The normal place of work will be the Aquatics GB office in Loughborough. AGB operates an Agile Working Policy allowing some flexibility to work from the office and from home
- National and international travel required

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### **KEY RESPONSIBILITIES:**

#### **Line Management**

- Directly line manage the Senior Events and Partnerships Officer
- Create and manage a network of freelance events staff who can be utilised as appropriate to support on events during peak periods of workload
- Mentor and support the Events Team (permanent and temporary staff)
- Support the development of skills and experience of the team

#### **Event Planning and Preparation**

- Overall responsibility for the planning and delivery of domestic and home international events
- Support the Events Team in all aspects of event planning, preparation and delivery of events as and when required
- In conjunction with relevant Senior Directors, liaise with key stakeholders on both domestic and international events including, but not limited to UK Sport, BOA, Paralympics GB, IPC, World and European Aquatics and local host city councils

- Support the Events Team in the preparation of event budgets, project plans and timelines for the effective delivery of national and international events
- Ensure the Events Team are evaluating all events in order to measure the successes of each event against objectives and ensure continuous improvement and efficiencies
- Lead on negotiations with venues and suppliers in order to obtain the best possible terms and develop contracts with these venues, in conjunction with the Chief Operating Officer and General Counsel
- Liaise with local authorities, outside agencies, media, officials and volunteers to ensure all resources and requirements are in place
- Support the Events Team, where required, in the booking and procuring of all necessary equipment and services including; accommodation, venue facilities, venue dressing, AV equipment, and TV production
- Prepare all necessary tenders for event suppliers and contractors
- Support the Events Team with any necessary administrative tasks including but not exclusive to preparing all event documentation, liaison with event volunteers and management teams, provision of medals and any other event equipment
- Creation of event guest lists, ensuring this is agreed with relevant members of the Senior Management Team
- When required prepare, chair (where necessary) and attend relevant event planning meetings
- Ensure the establishment and maintenance of event policies and procedures
- Working with the Events Team and the Marketing and Communications Team promote ticket sales for events and look at ways to increase revenue
- Have oversight of all event venue dressing to ensure it is appropriate for each event and is within the agreed budget
- Management of Sports Presentation and TV Production contractors, including pre-planning and on-site delivery
- Event delivery will be required by the Head of Events, including all planning, set up, delivery at the events and de-rig. The Head of Events will also be required to support the Events Team across planning and delivery of their events

## **International Events**

- In conjunction with Senior Directors, prepare bids for international events and develop event plans in line with the major events strategy
- Attend meetings with international event stakeholders to ensure major international events are secured and then delivered to the necessary standards
- When required attend stakeholder and steering group meetings for international events

- If required lead on international event delivery or develop necessary, team structures to lead on the delivery
- Production and circulation of international event planning meeting minutes when required
- Attend international events as and when required

### **Commercial**

- Work with the Events Team to devise sponsorship packages for all domestic events and proactively sell them to existing partners and look for new opportunities
- Ensure that all partner rights are activated at the events
- Working closely with the CEO to maintain an overview of all commercial partner rights and in liaison with colleagues ensure those rights are delivered and income is fully received
- Work closely with the Communications Team to ensure digital rights are activated, particularly when linked to specific events
- Supporting the organisation of AGB domestic and international (hosted in the UK) events where partners are represented, ensuring timings and logistics are well managed, rights are fulfilled and partners are well hosted
- When required support the CEO in preparing and managing any tender processes for securing new partnerships
- Support the CEO, when required, across aspects of commercial work

### **Financial**

- Oversight of event budget creation and management
- Attend regular budget meetings in order to monitor and update on financial decisions which need to be made
- Create and manage international event budgets
- Invoice administration
- Cash handling, processing of credit card payments and banking in line with Finance Department policies and procedures

### **General**

- Any other duties appropriate to the position as required by Senior Directors
- When required support the Senior Events and Partnerships Officer in the implementation of volunteer recruitment, development and attainment strategy
- Constantly striving to improve events year on year ensuring events are as sustainable as possible

- Comply with all AGB policies and procedures as set down by AGB and particular policies relating to diversity, equity and inclusion and sustainability

*This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of the World Class Programme and/or Aquatics GB.*

## PERSON SPECIFICATION

Criteria	Essential	Desirable
Qualifications		<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Previous experience of working in events</li> <li>• Previous line management experience</li> <li>• Experience of managing budgets</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience working with TV production companies</li> </ul>
Knowledge & Skills	<ul style="list-style-type: none"> <li>• Has the ability to accurately process and disseminate large amounts of detailed information</li> <li>• Able to work to strict deadlines</li> <li>• Expresses orally and in writing, ideas and information in ways that are appropriate, accurate and concise</li> <li>• Flexible approach to work, resilient and able to work under pressure effectively</li> <li>• Solves problems creatively by identifying the problem, evaluating the alternatives and finding innovative solutions</li> <li>• Uses office equipment and technology in ways that optimise performance and quality of output</li> <li>• Excellent communication and negotiation skills with the ability to build and maintain strong relationships</li> <li>• Works effectively under the pressure and stress of time constraints</li> <li>• Shares information with team members</li> <li>• Ability to take on greater responsibility with the increased number of events and conferences</li> <li>• Required to work unsociable hours in order to meet deadlines. Also required to work weekends at events</li> <li>• Ability to think and act strategically, delivering a vision as well as the ability to act on own initiative</li> <li>• Sets high standards of performance for self</li> </ul>	

