



Aquatics GB

CONSULTANCY CONTRACT OPPORTUNITY

ROLE:	Event Director
REPORTS TO:	Chief Executive Officer
PROJECT FEE:	£27,600
HOURS:	Part Time (expected working days listed below). Fixed until November 2027.

Expected number of working days per month:

December 2026 – 4

January 2027 – 6

February 2027 – 6

March 2027 – 6

April 2027 – 8

May 2027 – 8

June 2027 – 8

July 2027 – 8

August 2027- 8

September 2027 – 8

October 2027 – 18

November 2027 - 4

Aquatics GB is proud to be hosting a major international aquatics event in 2027 and are looking to build an experienced team to work alongside our core events department in delivering a best-in-class event proposition.

ROLE PURPOSE:

We are looking for an experienced and dynamic Event Director to provide overall leadership, strategic direction and accountability for the planning and delivery of the event, ensuring it is delivered to the highest professional standards, safely, on time and within budget, while meeting the requirements of Aquatics GB, our international federation, the venue and all key stakeholders.

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SportPark, 3 Oakwood Drive, Loughborough, LE11 3QF

Aquatics GB is the trading name of British Swimming Ltd.

The Event Director will have overall responsibility for the event from initial planning through to competition delivery and post-event evaluation.

The role will act as the principal relationship lead between Aquatics GB and the wider event stakeholder group, ensuring that contractual, technical, operational, commercial and reputational requirements are understood and delivered.

The Event Director will have overall accountability for the event budget and resource plan, ensuring effective financial management and appropriate use of suppliers, contractors and event resources.

The Event Director will be responsible for ensuring the event delivers an exceptional experience for all stakeholders, while protecting and enhancing the reputation of Aquatics GB and its partners.

ROLE LOCATION:

- The normal place of work will be an agreed AGB office, with regular travel required to the event venue(s), Aquatics GB offices and stakeholder meetings in advance of the competition and throughout event delivery.
- The role will include significant periods of evening and weekend work during the planning and delivery phases, together with travel and overnight stays within the UK where required.
- The Event Director will be expected to be based at the event venue throughout the competition period.

KEY RESPONSIBILITIES:

Strategic Leadership and Governance:

- Provide overall strategic leadership and accountability for the planning, delivery and evaluation of the event
- Lead the LOC and event leadership team, setting priorities, monitoring progress and ensuring all areas remain aligned to the overall event strategy
- Develop and maintain the master event plan and critical path, ensuring key milestones, dependencies, risks and decisions are actively managed
- Provide regular progress reporting to senior Aquatics GB leadership, the Event Board and relevant stakeholder groups
- Have overall oversight of the event risk management framework, ensuring strategic and operational risks are identified, assessed and actively managed

- Ensure appropriate health and safety, safeguarding, medical, security, emergency and business continuity arrangements are established
- Identify and manage strategic issues that could affect the successful delivery, reputation, finances or stakeholder objectives of the event

World Aquatics and Stakeholder Management

- Act as the principal senior relationship lead between Aquatics GB, our international federation and the event delivery team
- Ensure all international federation requirements, contractual obligations, technical standards and event protocols are understood, planned and delivered
- Manage relationships with the venue, venue partners, local stakeholders, suppliers, contractors and other organisations critical to successful event delivery

Event Planning and Delivery

- Oversee the development and implementation of an integrated event delivery plan covering all functional areas
- Work closely with the Event Operations Lead and Sport Manager to ensure operational and competition plans are fully integrated
- Maintain oversight of venue readiness, competition facilities, athlete and team services, technical official requirements, accreditation, workforce, logistics, transport, accommodation and spectator operations.
- Ensure that the event is fully operationally ready ahead of competition, with appropriate testing, rehearsals, briefings and readiness reviews undertaken.

Financial and Commercial Management

- Have overall accountability for the event budget, financial plan and expenditure
- Establish appropriate financial controls and ensure the event is delivered within agreed budget parameters
- Monitor income and expenditure, identify financial risks and take appropriate corrective action where required
- Oversee procurement and supplier management, ensuring key services and contracts are secured, managed and delivered effectively

- Work closely with Aquatics GB commercial and finance teams to ensure commercial commitments and financial objectives are reflected in event planning and delivery

Event Experience, Presentation and Brand

- Oversee the development of the overall event experience, ensuring the event reflects the standards and values of Aquatics GB and our international federation
- Ensure athlete, coach, technical official, spectator, partner, media and VIP requirements are appropriately planned and delivered
- Provide oversight of event presentation, ceremonies, medal presentations, protocol, music, entertainment, branding and spectator experience
- Work with marketing, communications and commercial teams to ensure the event is appropriately positioned, promoted and presented
- Ensure broadcast, media, photography and content requirements are integrated into the overall event delivery plan

Post-Event and Legacy

- Lead the post-event demobilisation and close-out process, ensuring all operational, financial, contractual and stakeholder requirements are completed
- Oversee supplier and contractor close-out, venue handover and return of event assets and equipment
- Lead the post-event evaluation process, including stakeholder feedback, performance against objectives, financial reconciliation and lessons learned
- Produce or oversee the production of the final event report, capturing key outcomes, achievements, challenges and recommendations for future events
- Ensure appropriate recognition and engagement of staff, volunteers, partners and stakeholders following the event
- Undertake any additional duties reasonably requested by the reporting line to support the successful delivery of the event

General:

- Comply with all AGB policies and procedures as set down by AGB and particular policies relating to diversity, equity and inclusion and sustainability
- The successful candidate will be subject to an enhanced DBS check in advance of appointment

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

PERSON SPECIFICATION

Essential	Desirable
Significant senior-level experience leading the planning and delivery of major sporting events, international competitions or complex large-scale events.	Senior experience within swimming, aquatic sports or another Olympic or Paralympic sport.
Demonstrable experience leading multi-functional teams and coordinating complex delivery structures involving multiple stakeholders.	Previous experience delivering a major international sporting championship or multi-event series.
Experience managing significant event budgets, procurement processes, suppliers, contractors and commercial relationships.	Experience working directly with World Aquatics or another international sporting federation.
Proven experience managing relationships with senior stakeholders, governing bodies, venues, partners, officials and other external organisations.	
Exceptional leadership skills, with the ability to establish clear direction, create accountability and motivate teams in a complex and high-pressure environment.	
Strong commercial and financial understanding, with experience managing budgets and making informed decisions about resources and priorities.	
Exceptional communication, negotiation and stakeholder management skills.	
Strong decision-making and problem-solving skills, with the ability to make timely and effective decisions in a live event environment.	

• Strong understanding of health and safety, safeguarding, security, medical, risk and emergency management requirements within major events.	
• Excellent attention to detail and the ability to maintain high standards while managing multiple competing priorities.	
• Proficient in Microsoft Office, including Word, Excel, Outlook and Teams.	
• A flexible approach to working hours, including evenings, weekends and travel as required	

