

Major Events Manager-Maternity Cover

Job description and Person Specification		
1.	Job title	Major Events Manager
	Location	National Office, Matlock and Home-based
	Responsible to	Chief Executive
	Contractual Status	Temporary Maternity cover 10-12 months, part-time hours and consultancy work considered
	Salary	Circa £28,000 pro rata
2.	Role summary	The Major Events Manager is responsible for developing and delivering an agreed number of British Orienteering mass participation events. They will have complete ownership of all aspects of event planning, delivery, promotion and are responsible for health & safety, participation, income and expenditure targets.
3.	Key responsibilities	<p>The Major Events Manager key responsibilities:</p> <ul style="list-style-type: none"> • Organise and deliver an agreed number of orienteering type events, ensuring participants have a memorable, enjoyable and safe event experience. • Build knowledge of, and relationships with, key stakeholders and influencers in the communities where the events are held. • Plan and deliver local promotional activity (flyer, poster distribution, local PR and promotion) to recruit event participants. • Manage local and national supplier budgets for each event. • Recruit, manage and retain volunteers to support the delivery of events and promotional activity. • Manage an effective Event Management Plan for each event. • Support the Board in developing a vision and strategic plan for British Orienteering events. • Develop the profile of the events with participants, the public and potential sponsors. • Other duties commensurate with the level of the post, as determined by the Chief Executive.
4.	Key Technical Skills, Knowledge, Experience and Behaviours	<ul style="list-style-type: none"> • Experience of event planning, management and delivery, preferably mass participation i.e. over 500 people • Experience of setting budgets and monitoring and reporting on income and expenditure • Knowledge of promotional practice and experience of delivering promotional activity including social media. • An understanding of the principles of volunteer recruitment and management. • A good understanding of health and safety guidelines and practice.

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		<ul style="list-style-type: none"> • A working knowledge of IT systems, including databases and Microsoft Office. • The ability to deliver both logistically complex and large scale events, together with creative skills and drive to deliver engaging promotional activity. • Proactive in achieving results, capable of solving problems and overcoming barriers to deliver the agreed number of events. • Strong organisational and prioritisation skills, with the ability to multitask. • Confident to work unsupervised at home to manage time effectively and prioritise during busy event periods. • Commercial awareness and confident at negotiating.
5.	Additional Information	<ul style="list-style-type: none"> • Willingness to work unsociable hours, travel extensively and stay away from home as required • Willing to work in all weather conditions (cold, rain, wind and sunshine) • Physical activity is required • Full clean driving licence • Desirable-first aid trained
6.	General information	<p>The Major Events Manager will share with all colleagues the responsibility for:</p> <ul style="list-style-type: none"> • Making suggestions to improve the working situation within their area of work and in British Orienteering in general • Cooperating with measures introduced to ensure there is equality of opportunity in employment and equity • Complying with all aspects of British Orienteering Health & Safety Policy and Welfare arrangements. <p>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 the light of the changing needs of the organisation.</p>