

British Orienteering

Event Co-ordinator-Role Description

British Orienteering is an Equal Opportunities Employer.

Role description		
	Title	Event Co-ordinator
	Role	To co-ordinate all aspects of a multi-day orienteering event.
	Appointment and Communications	<ul style="list-style-type: none"> • Appointed by Association, approved by Events & Competitions Committee • Liaise with race day organisers, controllers, IOF & other advisers, planners and specialist team leaders • Approve expenditure • Chair event co-ordination meetings
	Tasks before the event	<ul style="list-style-type: none"> • Identify all relevant rules, guidelines and ensure that they are being adhered to. • Attend site meeting to agree locations for arenas, car parks & all other uses of the areas. • Appoint key team leaders/staff at least 18 months prior to event date. To include a minimum of the following: Safety Officer, Treasurer, Race Day organisers, race day planners, Equipment Officer, Assistant Event Co-ordinator. • Arrange land access for all areas for all uses. This includes all necessary permits & permissions. Either direct with the landowners or via the club contacts. • Identify reserve areas, car parks etc. & arrange permissions. Advise Major Event Manager of all embargos at least 24 months prior to event date or as soon as known. • Agree with BOF/MEM the terms of the partnership agreement. • Arrange meetings of core group and race day teams as necessary. • Co-ordinate publicity, adverts, marketing, website, flyers & bulletins 1, 2, 3. • Arrange all necessary registrations with Event Scheduling Group & update as and when. • Supply reports & updates to E&CC. Attend Major events conference. • Identify suppliers and oversee all tenders for external supplies & services. • Obtain quotes for all other services.

Role description		
		<ul style="list-style-type: none"> • Manage the core team & liaise with all external advisers. • Liaise with all RDC & RDP & RDCs. • Arrange any necessary training for volunteers. Ensure production of briefing notes for key areas of work – start, car park etc.
	Tasks during the event	<ul style="list-style-type: none"> • For each day, ensure that RDO and RDP & RDC are delivering to the agreed race day plans. • Form part of the crisis team for each day. • Host any sponsors or other VIPs. • Be available to support RDOs in the event of any issues occurring.
	Tasks after the event	<ul style="list-style-type: none"> • Thank all involved – inc volunteers, team leaders, controllers & other outside advisers, Land owners & others who have assisted with the event. • Co-ordinate all reports • Return all equipment • Report on issues for next event team • Submit any expenses and receipts claims promptly