



BRITISHROWING

Job Description

Events Executive

TEAMWORK | OPEN TO ALL | COMMITMENT



Job Title	Events Executive
Reports to	Events Manager
Directorate	Partnerships & Communications
Place of Work	British Rowing Headquarters, London
Contract Period	Immediate start until 31 July 2019

Job Purpose

To manage the planning and implementation of a variety of British Rowing Championships events in liaison with British Rowing staff and key volunteers.

Responsibilities

- Manage the planning and delivery of the Junior Inter-Regional Regatta, British Rowing Masters, Junior and Senior Championship events.
- Manage the following areas within the life cycle of an event;
 - Venue operations
 - Volunteer recruitment and retention
 - Branding delivery
 - Sponsorship activation (prior to and at event)
 - Sports presentation
 - Live streaming (where required)
 - Finance
- Budget management and reporting.
- Ensure that the British Rowing brand and messaging is consistent across all British Rowing Championships events.
- Input on different ways and ideas to add value to British Rowing events.
- Liaise with Insight Manager to ensure that all post-event surveys are created and completed.
- Work closely with team members in the Partnerships & Communications team to jointly develop and agree on event marketing and communications plans for each event, including event promotions and production of all event-related collateral.
- Develop and manage relationships with a cross-section of volunteers in order to oversee the smooth running of events.
- Present a positive image of British Rowing (including its committees, volunteers and staff) and the sport of rowing at all times.
- At all times consider how your role can support the strategic objectives of British Rowing.

This list is not to be regarded as exclusive or exhaustive, as there may be other duties and requirements associated with the post, which British Rowing may call upon the post-holder to perform from time to time

Measurements of Performance

- Smooth running and enjoyable British Rowing events

- Consistency of British Rowing's visible branding and messaging across all Championship events
- Compliments from volunteers, participants and other event attendees on enjoyment
- Compliments from line manager and other staff members

Person Specification

- Ability to build and sustain relationships with a network of key people internally and externally
- First-rate planning and organisational skills and proven experience in coordinating successful events
- Excellent interpersonal, problem-solving and negotiation skills
- Ability to multi-task
- Excellent Microsoft word and excel skills
- Experience of working with and managing volunteers
- Can handle ambiguity without losing focus
- Work and contribute by being a team player
- Passion for sport and enthusiasm for rowing

Additional Information

Standard working hours are 9:00 to 17:00 although flexibility is required in order to ensure core objectives are achieved. National travel is required.

Equal Opportunities

British Rowing is committed to equal opportunities for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.