



BRITISH ROWING

Job Description

EVENTS MANAGER

TEAMWORK | OPEN TO ALL | COMMITMENT

Job Title	Events Manager
Reports to	Director of Partnerships & Communications
Directorate	Partnerships & Communications
Place of Work	British Rowing Headquarters, London

Job Purpose

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

Responsibilities

- Manage the planning and delivery of the British Rowing Championship events (x 6), corporate functions, events for commercial and marketing partners, conferences and any other British Rowing events when necessary.
- Manage the following areas within the life cycle of an event;
 - Venue operations
 - Volunteer recruitment and retention
 - Brand delivery
 - Sponsorship activation (prior to and at event)
 - Sports presentation
 - Live streaming
 - Budget
 - Temporary infrastructure
 - Accommodation and travel arrangements
 - At event catering
- Ensure that the British Rowing brand and messaging is consistent across all British Rowing Championships events.
- Source different ways and ideas to add value to British Rowing events
- Manage and report on event budgets and P&Ls.
- Ensure all post event surveys are created and completed.
- Work closely with the Communications and Marketing 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 relationships with volunteers to oversee the smooth running of volunteer-led events.
- Manage and attend all organising committee meetings for each event.
- Report on event progress as required.
- 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 reasonable 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.
- Each event being delivered within budget.
- Consistency of British Rowing's visible branding and messaging across all Championship events.
- Positive feedback from volunteers, participants and other event attendees on enjoyment
- Positive feedback from line manager and other staff members

Person Specification

- Ability to build and sustain relationships with a network of key people internally and externally.
- Excellent interpersonal, problem-solving and negotiation skills, and the ability to multi-task.
- First-rate planning and organisational skills and proven experience in coordinating successful events.
- IT literate.
- Passionate about sport.
- Calm under pressure.
- Eagerness to innovate.

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 may be 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.