

Job Description: Events Officer

About us:

British Taekwondo is the National Governing Body for Olympic Taekwondo in Great Britain, serving a 700 strong club network across the United Kingdom.

Our core business supports and regulates club activity, competition, and teams across the different disciplines of the Martial Art, Olympic & Paralympic combat sport and Non-contact Poomsae. British Taekwondo also works closely with GB Taekwondo, the high-performance arm responsible for Olympic & Paralympic programs.

British Taekwondo aims to recruit and retain individuals through fair and effective recruitment and selection procedures. We value diversity and are committed to eliminating unlawful and unfair discrimination. Appointment will always be on merit.

Applications are welcomed from all people irrespective of age, sex, gender, sexual orientation, marital status, pregnancy/maternity/paternity/caring responsibilities, ethnic and cultural background, nationality, disability, religion or belief.

About the post:

British Taekwondo is looking for an experienced and motivated individual to join our small operational team, within our new events department.

This would include the exciting opportunity to help deliver UK Sport & Manchester City Council funded international events in 2022 & 2023, British Taekwondo National Championships, and be part of our new National Events program strategy to grow the Olympic sport and Martial Art in the UK.

Location: British Taekwondo Head Office, Manchester Regional Arena, Etihad Campus, Rowsley Street, Manchester M11 3FF
Some working from home is possible by mutual agreement

Travel: Limited and office based. The successful candidate may be expected to agree to some reasonable travel to fulfil this role.

Salary: Commensurate with experience – circa £25K - £28K

Hours of work: 40 per week.

Contractual Status: Fixed Term Contract to end Feb 2024
(with potential to extend)

Start date: 1st March 2021

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JOB PURPOSE & MAIN RESPONSIBILITIES

Working with and reporting to the Events Manager, you will be responsible for:

The logistical support and operational delivery of British Taekwondo's major and domestic events program.

Primary responsibilities, under the direction of the Events Manager;

- Project manage and lead functional parts of a successful event(s) Local Organising Committee to deliver major Olympic Sport Taekwondo events in the Paris Cycle, including the 2022 Senior European Championships, the 2022 Grand Prix Series and the 2023 Grand Prix Final in Manchester.
- To project manage the delivery of existing National Championship events.
- To support and implement the long-term sustainable development strategy for domestic National level events.

Including;

- The planning, organisation, administration and delivery of events where needed, working to defined timelines and project plans.
- To take on and deliver project streams of work to a deadline, such as:
 - Implementation of event structures and brand guidelines
 - Engaging with and supporting Marketing and Ticketing partners
 - Managing live event support staff & volunteers
 - Venue relations and event infrastructure
 - Sourcing & managing equipment suppliers and service providers
 - Arranging event logistics
 - Developing and facilitating communication between service providers
 - Planning and delivery of accommodation, transport & catering packages, working with external suppliers where necessary.
- To work alongside event specific marketing and PR providers to implement core Marketing, Ticketing & PR operational plans.
- To work alongside the GB Taekwondo & British Taekwondo website and social media staff and pro-actively engage with event content across platforms.
- To ensure the effective distribution of event information via all platforms.
- To lead delivery sub-teams during "live" event periods.
- To be available to work occasional unsociable hours to deliver events and attend meetings.
- Assist with any linked event activity program delivery.
- Any other event related activity that is required from time to time, contributing to the successful delivery of events on time and within budget.

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Required Knowledge

- Experience of working in a sporting event environment.
- Experience of event project delivery and sub-team leadership.
- Experience of venue field of play design, infrastructure and IT system overlays.
- Experience of working with staff, contractors & volunteer workforce.
- Proficient in Microsoft IT packages including word, excel and power point.

Competencies

- Solves problems creatively by identifying the problem, evaluating the alternatives and finding innovative solutions
- Strong interpersonal and communication skills, developing effective relationships both internally and externally
- Some understanding of the UK events landscape
- Ability to promote and demonstrate anti-discriminatory practice
- Advice and support-provision skills at all levels
- Ability to work within a team environment
- Sets high standards and strives for continuous improvement in self and others
- Behaves at all times in a professional manner that is fair, open and transparent
- Understands the need for respect and confidentiality
- Can demonstrate the ability to develop project plans
- Administration and systems (records) skills
- Expresses both orally and in writing, ideas and information in ways that are appropriate, accurate and concise
- Clean driving licence.
- Passport holder with no travel restrictions
- Be willing to travel throughout the UK

How to apply

Please submit your CV with a covering letter outlining your relevant experience and why you are suitable for this role.

And send to: recruitment@britishtaekwondo.org

Please be advised, due to the expected high interest in this role, we will only be considering applications from those who have experience in delivering major events, with priority given to those with more than 2 years previous experience.

We will also not accept approaches from / via recruitment agencies

Closing Date for Applications: 5pm on MONDAY 18th January 2021

Interviews: W/C 1st February 2021

(convenient dates to confirm)