

## JOB DESCRIPTION - Events Manager

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<b>Responsible To:</b>	CEO
<b>Member Of:</b>	Membership & Events
<b>Type of Contract:</b>	Full Time Equivalent (Part time role share will be considered)
<b>Hours of Work:</b>	40 hrs/week to include weekends and evenings as required
<b>Location:</b>	Primary place of work Head Office, flexible as required
<b>Last Updated:</b>	26/01/2018

### 1. Job Purpose

Reporting to the CEO, the main purpose of the Events Manager position is to deliver the competitions and other relevant events that form part of the core British Fencing Membership Service.

This role will also contribute to the achievement of British Fencing Development and Talent Pathway aims, objectives and targets.

Specifically:

- Leading the delivery of British Fencing Events programme including National Championships, International Governing Body events and corporate/NGB demonstrations.
- Manage the Events programme within the Board approved budget.
- Manage the British Fencing Competition Calendar.
- Improve the sustainability of the Events programme by improving efficiencies, reducing costs and increasing commercial income (eg merchandising and sponsorship)
- Ensure that the Events programme continues to deliver on the needs of the members and the organisation
- Operate as a member of the Corporate Services Team ensuring that the aims and objectives of the British Fencing operational plan are met.
- Support the Development and Talent teams as required.

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### 2. Key Responsibilities

#### 2.1 Event Strategy (Includes Competition and Calendar management strategy)

- Implement the vision and strategic plan for the British Fencing event portfolio set by the CEO and Board including the hosting of international events:
  - Consult with participants and gather feedback on the events strategy and its implementation.
  - Ensure BF events meet the needs of the various stakeholders (e.g Talent Pathway, Development etc) whilst also adhering to BF policies including Safeguarding and Equality policies.

#### 2.2 Event Planning & Delivery – British Fencing Events Portfolio

- Leading the planning and delivery of British Fencing Events portfolio including National Championships (4), International Governing Body events (2), Awards Dinner (1) and corporate/NGB demonstrations (as required).
- Manage the Events Budget within limits agreed by CEO and Board, authorising the individual competition budgets and maintaining the accounts.
- Work towards a financially sustainable model for delivering the membership competition and event portfolio. Explore and enhance income generating opportunities including, but not limited to:
  - Merchandise: Ensure merchandising at BF events is achieving its potential in terms of income and brand awareness;
  - Sponsorship: Maintain an ongoing effort to source sponsorship for events, developing the profile of the BF events with participants, the public and potential sponsors to maximise revenue and publicity;
  - Commercial: Work with the Commercial Manager to identify and promote commercial revenue opportunities based on pop-up event assets.
- Ensure events are delivered effectively and meet the needs of athletes, officials, and stakeholders.
- Develop and manage relationships with key stakeholders to enable successful delivery of events.
- Develop a communications plan for the Events portfolio and work with the Marketing and Communications Coordinator to deliver the appropriate social media and communication support.
- Work with the Equality and Safeguarding Manager to ensure all events meet the required welfare standards and follow the appropriate procedures.
- Ensuring branding requirements are met from a BF, funding bodies, and event sponsor perspective.
- Coordinate the required activities of internal (eg media, volunteer organisers) and external stakeholders (eg venue operators, suppliers and other partners) to ensure successful event delivery.
- Review and evaluate the delivery of the events to ensure they meet the needs of British Fencing, the competitors and other stakeholders.

#### 2.3 Membership Services

- Develop standards of good practice and disseminate good practice advice to event organisers.
- Maintain and enhance a licensing programme for fencing competitions.
- Manage the British Fencing Competition Calendar, liaising with the relevant committees to ensure the nominated selection events for GB representation are identified and published in reasonable timescales.
- Work with key stakeholders to ensure that the calendar strategy is implemented.

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- Support the Head Office Manager with the response to member enquiries and the administration and entry of athletes into FIE and EFC events.

### 2.4 Workforce Development

- Recruit and appoint officials and volunteers as required for BF events.
- Maintain working relationships with workforce committees such as Referees Committee, ensuring that BF interest are represented.
- Support the workforce and volunteer development programs in providing training and experience for event officials/volunteers:
  - Provide personal development opportunities for officials/volunteers.
  - Implement a system of recognition for event officials/volunteers.

### 2.5 General

- Relationship Building –build/maintain relationships with key stakeholders.
- Communication – maintain timely and effective member communication.
- Culture – support activities to further drive culture of professionalism and customer service.
- Reporting – deliver timely and effective reporting of activities with appropriate escalation of issues.
- Demonstrate and uphold the British Fencing Core Values of Honesty, Respect and Excellence.
- Any other duties required by the Chief Executive.

## 3. Person Specification

### 3.1 Qualifications

- Undergraduate degree
- Qualification in events management or similar (desirable)

### 3.2 Experience

- Experience of running national and international level sports events
- Experience of working with international federations (desirable)
- Volunteer management experience
- Sport officiating experience (desirable)

### 3.3 Knowledge

- Knowledge of sporting events and the typical requirements of NGB competitions and events
- Knowledge of sporting structure within the UK and who key stakeholders are
- Knowledge of fencing and the requirements of fencing competitions and events (desirable)

### 3.4 Skills and Abilities

- Ability to lead and inspire others to achieve goals
- Exceptional Budget management
- An ability to work under pressure, and to balance conflicting demands and meet tight deadlines

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- Proven use of IT systems and high level of competency in the use of MS Office, Excel
- Ability to present information in a clear, concise and diplomatic manner via email or telephone conversations with stakeholders and customers
- A creative approach to problem solving
- Highly organised with a good level of attention to detail
- Good negotiating skills

### 3.5 Personal Disposition

- Exceptional/Very good interpersonal skills such as the ability to influence, persuade and manage individual differences and group dynamics using appropriate techniques and communication strategies to gain acceptance of ideas and plans
- Strong desire to excel at whatever task is at hand
- Uses appropriate team working methods and a flexible interpersonal style to help build collaborative working relationships
- Personal integrity and the ability to invoke trust and respect from others
- Self-Motivated
- Team player whilst also able to excel whilst working independently
- An interest in sport

If you feel you have the suitable skills and attributes for this position, then we would like to hear from you.

British Fencing is committed to providing equal opportunities for all and is committed to following best practice in the welfare of young people and vulnerable adults.

For further information please consult: [www.britishfencing.com](http://www.britishfencing.com)

We want to ensure that everyone has the opportunity to receive clear, understandable information from British Fencing. If you require this in an alternative format please contact British Fencing.

If you would like to know more about this job and have an informal conversation about it then please contact Amy Grant (Events Manager) on 0757 2730 147.

This is a profession which is exempt from the Rehabilitation of Offenders Act 1974 and therefore an Enhanced Criminal Records Bureau check will be required.