

## **JOB DESCRIPTION AND PERSON SPECIFICATION**

**JOB TITLE:** Events & Partnerships Officer  
**REPORTS TO:** Senior Events & Partnerships Officer  
**SALARY:** £23,000 - £26,000 per annum

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### **JOB PURPOSE:**

- To organise and deliver all national events and functions for all aquatic disciplines in partnership with the Senior Events & Partnerships Officer
- When necessary lead on the delivery or support on the delivery of international hosted events
- Support in the management and delivery of contractual event rights for a range of partners

### **JOB LOCATION:**

- The normal place of work will be the Aquatics GB office in Loughborough
  - National travel required
  - International travel may be required
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### **KEY RESPONSIBILITIES:**

#### **Event Planning and Preparation**

- Undertake all event administration for any events as 'Event Lead', as determined by the Head of Events
- Preparation and implementation of individual project plans and timelines for the effective delivery of national and international events, conferences and meetings
- In conjunction with the disciplines prepare and compile event schedules
- Liaison and co-ordination with venues, local authorities, outside agencies, media, officials and volunteers to ensure all resources and requirements are in place
- Management of the volunteer workforce at events
- Booking and procuring all necessary equipment and services including; accommodation, venue facilities, venue dressing, AV equipment, and TV production

- Liaison with foreign federations and teams
- Preparation of orders and distribution of relevant event merchandise
- Send out event invitations to officials, guests and dignitaries and arranging hospitality and accommodation where necessary
- Ensuring that all entries are inputted into the relevant computer system and entry confirmations and information are sent out to competitors
- Preparing, chairing (where necessary) and attending relevant event planning and debrief meetings
- Production and circulation of event planning and debrief meeting minutes. Minutes should be circulated within 10 days of meeting
- Create and distribute all necessary event documents such as Event Manuals, Entry Packs and Confirmation Packs
- Provision of medals, accreditation and passes etc. for events
- Work with the Marketing and Communications Team to ensure that all programmes are created for each event
- Assist the Senior Events and Partnerships Officer and Head of Events with the establishment and maintenance of event policies and procedures
- Provide creative input into any event materials
- Work with the marketing and communications team to promote ticket sales for events and look at ways to improve revenue
- When required support the Senior Events and Partnerships Officer with the selling of sponsorship packages for events including the preparation of all collateral
- Responsible for auditing all event equipment and ensuring all equipment is serviced and in working order for all events
- Creation of all event accreditation including data input and preparing all passes
- Management of the Aquatics GB event inbox

### **Event Delivery (National and International Events)**

- Setting up venue and ensuring everything is in place before start of event
- Providing administrative and practical support and trouble shooting at the venue during the event
- Ensure the provision of all necessary information and equipment during the event
- Ensure the event is de-rigged/packed down in an appropriate and timely manner ensuring that the venue is handed back as agreed and appropriate

- Ensure all event equipment is packed in an organised manner ready for the next event
- Ensure equipment is audited after each event
- Ensure equipment is unpacked at the warehouse in a timely manner and in liaison with Swim England, if necessary
- Ensure post event reports are produced for every event to capture and evaluate all successes and future improvements

## **Partnerships**

- Ensure all partner rights are activated at events. Support the Head of Events in supporting domestic and international events where partners are represented, ensuring timings and logistics are well managed, rights are fulfilled and partners are well hosted
- Support the Head of Events in preparing all collateral for securing new partners such as sponsorship package documents

## **Financial**

- Support the Senior Events and Partnerships Officer in the creation of Event budgets and management
- Invoice administration
- Processing of credit card payments and banking in line with Finance Department policies and procedures

## **General**

- Any other duties appropriate to the position as required by the Senior Events and Partnerships Officer and/or Head of Events
- Comply with all Aquatics GB policies and procedures and in particular policies relating to diversity, equity, inclusion and sustainability
- To support the Senior Events Officer and Head of Events in the delivery of a successful volunteer development and recruitment strategy

## PERSON SPECIFICATION

Essential	Desirable
<ul style="list-style-type: none"> <li>• Previous experience of working in events</li> </ul>	<ul style="list-style-type: none"> <li>• Passion for sport</li> </ul>
<ul style="list-style-type: none"> <li>• Sets high standards of performance for self</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in Partnership management</li> </ul>
<ul style="list-style-type: none"> <li>• Excellent attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of administering event budgets</li> </ul>
<ul style="list-style-type: none"> <li>• Excellent people skills</li> </ul>	
<ul style="list-style-type: none"> <li>• Has the ability to accurately process and disseminate large amounts of detailed information</li> </ul>	
<ul style="list-style-type: none"> <li>• Able to work to strict deadlines</li> </ul>	
<ul style="list-style-type: none"> <li>• Expresses orally and in writing, ideas and information in ways that are appropriate, accurate and concise</li> </ul>	
<ul style="list-style-type: none"> <li>• Solves problems creatively by, identifying the problem, evaluating the alternatives and finding innovative solutions</li> </ul>	
<ul style="list-style-type: none"> <li>• Uses office equipment and technology in ways that optimise performance and quality of output</li> </ul>	
<ul style="list-style-type: none"> <li>• Works effectively under the pressure and stress of time constraints</li> </ul>	
<ul style="list-style-type: none"> <li>• Shares information with team members</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to take on greater responsibility with the increased number of events and conferences</li> </ul>	
<ul style="list-style-type: none"> <li>• Required to work unsociable hours in order to meet deadlines. Also required to work long days and weekends at events</li> </ul>	

