

Event Manager - Role Description

Position:	Event Manager
Organisation:	Selwyn Sports Trust
Responsible to:	Executive Officer
Relationships:	Work closely with the Selwyn Sports Trust's Community Team Selwyn District Council Local clubs, associations and businesses
Term:	Fixed term position for the remainder of 2021

Role Purpose

The Event Manager will be an enthusiastic and innovative professional with a proven track record of delivering successful events. They will be responsible for the designing and hosting of memorable events from conception through to completion.

Position Expectations

Responsibilities of the Event Manager will cross all aspects of successful event planning and hosting as listed below;

- Event planning, design and hosting.
- Liaise with key stakeholders to ensure relationships are maintained and mutually beneficial.
- Organise and manage all event's details.
- Specify subcommittee member roles and coordinate their activities.
- Develop and lead marketing and promotional activities to promote and publicise all events.
- Ensure compliance with current legislation and accepted good practice.
- Proactively handle any rising issues during any event and troubleshoot any potential problems.
- Provide timely and ongoing feedback to key stakeholders.
- Conduct ongoing and detailed reviews and evaluations of all aspects of events.
- Propose ideas for the improvement of existing events.
- Develop and propose ideas for additional events that could be added to the Trust event portfolio.
- Identify and source sponsorship opportunities.
- Complete other duties associated with the running of the Trust as they arise.

Qualifications

- Experience and qualifications would be advantageous, however, consideration will be given to applicants with exceptional organisational and people skills.

Personal Attributes

- Excellent oral and written communication skills
- Skilled innovative thinker and a superior ability to work with key insights to develop engaging solutions and appropriate implementation plans
- Experience in planning, managing and prioritising multiple and competing tasks and projects to meet deadlines and produce quality results.
- Excellent attention to detail, while working to tight deadlines
- Adaptable with the ability to problem solve when required
- An enthusiastic team player with a good sense of humour
- Possess the necessary skills to contribute to a positive team environment and the willingness to support others in the team.
- A high degree of personal motivation and ability to work independently when necessary.

Technical Skills and Knowledge

- Planning and organisation skills, particularly in the delivery of quality events that are participant focused.
- Social Media and promotion
- Thorough understanding of the health and safety legislation and requirements
- Experience in managing event budgets and remaining within these

Relationship Capabilities

- Ability to establish and maintain productive working relationships across numerous sectors including but not limited to sport, community and education.
- Ability to coordinate people, equipment and complete actions within agreed timeframes and budgets.
- A strong commitment to customer service

Selwyn Sports Trust General Accountabilities and Responsibilities:

Policies and Procedures

- Comply with Selwyn Sports Trust's (SST) Code of Conduct including its policies and procedures at all times.
- Uphold the values of Selwyn Sports Trust

Customer and Community Relations

- Present a positive image of SST by ensuring an efficient, courteous and professional service is delivered at all times.
- Work with other staff members to resolve queries and issues

Continuous Improvement and Innovation

- Evaluate and review work practices and processes within all areas of responsibility to ensure that they are effective and efficient and implement improvements where appropriate.
- Identify and propose additional business or service opportunities that enhance SST's existing capabilities.

Health and Safety

- Ensure all work is performed in accordance with the requirements of the Health and Safety policies, procedures and legislation.
- Report all incidents, hazards and risks to the responsible manager.

Teamwork

- Actively contribute to the team by looking out for others, supporting and empowering them and celebrating the success of others.
- Build successful workplace relationships by working cooperatively with others.
- Understand the priorities and drivers for other initiatives in the region, and work with programme staff to ensure SST contributes positively to those initiatives.

Training and Development

- Undertake both internal and external training identified as relevant to the role.