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 **Essential**

* 2 years+ working knowledge and experience of event project management
* Well organized, proactive, with the ability to manage multiple projects and strands and achieve unmovable deadlines
* Ability to supervise a varied team of staff, contractors and volunteers
* Ability to communicate effectively with a range of stakeholders
* Financially savvy with the ability to effectively manage budgets and follow financial processes
* Experience of drafting plans, proposals and reports utilizing insight and conducting analysis
* A problem solver, able to find solutions and achieve results

**Desirable**

* Experience of working within sports / aquatic events

**Values:**

Quality

Purpose

Togetherness

Fun

Resourceful

**Job Purpose:**

To plan and deliver an allocated programme of high quality national competitions, which support the development of the aquatic sports, and corporate events, which contribute to wider organisational objectives.











**Job Title:** **Events Officer**

**Department:** Sport Development Directorate

**Reporting to:** Head of Events

**Direct Reports:** none

**Location:** National

**Grade:** 7

**Skills and experience required**

**Key responsibilities**

* Lead the planning and delivery of allocated national competitions and corporate events as agreed with the Head of Events, and ensure highly effective operational delivery of all events within the programme
* Build strong working relationships with key internal and external stakeholders, including the Discipline Leadership Groups and wider volunteers to ensure successful planning and delivery of national competitions in line with sport technical rules, strategic objectives and Health and Safety requirements
* Work with a wide range of contractors, suppliers, venues and others to negotiate agreements, rates and secure high quality services at best value costs
* Manage allocated budgets, conducting analysis, identifying cost efficiencies
* Assist Head of Events with developing new event concepts and identifying new opportunities and innovative ways of working
* Form and maintain excellent relationships with the wider Sport Development team, Swim England teams and Home Nations

Job Description