

JOB DESCRIPTION

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| JOB TITLE | Project Lead – Competitions and Events |
| REFERENCE | TGP1115 |
| REPORTS TO | An Ace Service – Strategic Manager |
| BASED AT | Volleyball England, 3 Oakwood Drive, Loughborough, LE11 3QF |

Job Purpose

To lead on the delivery of competitions and events for Volleyball England. Supporting the Competitions Working Group and Ace Service Group in their responsibilities towards the Volleyball England strategy 'The Game Plan'.

Key Responsibilities

- To lead on the yearly project plans for the competitions, events and projects and to ensure the procedures for recruitment, planning, delivery and review are executed in a timely manner
- To work alongside the Competitions Working Group to provide a high level of customer service to the teams, team staff, players and officials involved in the competitions and events utilising feedback gathered throughout the season
- To drive the growth of team entries across the competitions and events
- To support the competitions team as required in other competitions and events
- To maintain the records for competitions and events to ensure that the budgets can be reconciled
- To lead on the innovation and development of competitions and events to ensure that products evolve to meet customer needs
- To facilitate engagement with competition sponsors and take responsibility for activation of obligations
- To contribute towards the administration of all competitions and events.

General

- To undertake such additional duties as may reasonably be required by the Chief Executive from time to time in pursuance of the company sport plans in force at the time.
 - This job description is not exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the company.
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PERSONAL PROFILE

Essential

- 1) Experience of leading staff, volunteers, partners to meet shared objectives through the delivery of projects or events
- 2) Deliver projects or events within defined budgets and timelines
- 3) Demonstrate excellent customer service building a strong rapport with key stakeholders, showing understanding of customer's needs and motivations.
- 4) Ability to demonstrate strong interpersonal skills with the ability to maintain effective working relationships and to work on own initiative and as part of a team
- 5) Quick learner and ability to use initiative to solve problems
- 6) Proven record in an administration role
- 7) Use of insight to drive innovation and continuous improvement.
- 8) A high level of computer literacy and effective communication, both verbally and in writing.
- 9) Ability to work evenings and weekends, when required

Desirable

- 1) Possess a good knowledge of volleyball and any of its disciplines
- 2) Experience of using sports competition systems and platforms.

CONTRACTUAL DETAILS

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| SALARY | £20,000 - £25,000 |
| TENURE | Permanent |
| ANNUAL PAID HOLIDAY | 22 days per year, increasing to 25 days in the second (and subsequent) years of service. 8 Bank/Public Holidays & 2½ Privilege Days |
| HOURS | 37.5 Hours Per Week |
| NOTICE PERIOD | 4 weeks |

Additional Benefits

- Volleyball England employ a flexible working and TOIL policy for staff.
 - A stakeholder pension scheme is available.
 - Cycle to work scheme is available.
 - Free parking is available when working at the Volleyball England Hub and National Volleyball Centre.
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