



JOB DESCRIPTION

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

JOB PURPOSE

To assist Volleyball England in the delivery of competitions and events by supporting the An Ace Service Group and Competitions Working Group in their responsibilities towards the Volleyball England strategy, *The Game Plan*.

The Competitions and Events Lead will work within the Competition and Events team to help Volleyball England to achieve its strategic priorities, namely:

- Enhancing the current competition framework to increase opportunities for players, coaches and officials to develop their abilities in optimised competitive settings.
- Delivering high-quality domestic and international events in England that showcase and propel all elements of the sport forward.

KEY RESPONSIBILITIES

- In conjunction with the An Ace Service Strategic Manager, lead on the project and budget management of Volleyball England's Competition framework of events (focusing predominantly on the National Volleyball League and National Cup and Shield).
- Work alongside the Competitions Working Group to provide a high level of customer service to the players, team staff, coaches and officials involved in the competitions and events.
- In collaboration with colleagues, support divisional leads, officials, players and team administrators to utilise the digital functionality of VolleyZone to efficiently administrate and manage all aspects of competition.
- Lead on selected functional areas (spectator experience, event presentation, volunteers, accreditation, partnership activation, ticketing etc.) around major international and domestic events (Opening Weekend, Cup Finals etc.)
- Lead on the innovation and development of competitions and events to ensure that products evolve to meet members' needs.
- In collaboration with colleagues in the Competition and Events team, develop high quality communications. Manage responses to incoming queries.
- In general, support the competitions and events team as required in planning and delivering other competitions and events.

- **Any other administrative and support duties as directed by the An Ace Service Strategic Manager or the Chief Executive.**

Application of the guiding principles

- To ensure that our customers are at the heart of everything we do, influencing every decision we make and the way we conduct ourselves.
- To act decisively and transparently, having listened to our customers and stakeholders and having made best use of the evidence and insights available.
- To embrace a culture of continuous improvement, constructively challenging the status quo at all times.
- To incorporate new ideas and technology into everything we do.
- To operate on a commercially sustainable basis, delivering financially viable products and services.

PERSONAL PROFILE

Essential	Desirable
1. Experience of leading staff, volunteers, partners to meet shared objectives through the delivery of projects or events.	10. A degree in a relevant subject.
2. Experience of project managing events, working to timelines and setting budgets.	11. Experience of Volleyball and its disciplines.
3. Adaptable approach and good problem-solving skills with the ability to remain calm under pressure and respond sensibly to the unexpected.	12. Experience working in the sport and physical activity sector.
4. Ability to work on one's own initiative and co-operatively with colleagues under limited supervision.	13. Experience of digital competition platforms and games management systems.
5. Ability to demonstrate excellent customer service, building a strong rapport with key stakeholders, showing understanding of customer's needs and motivations.	
6. Systematic in approach to tasks with efficient time management and multitasking skills.	
7. A sensitivity to the communications needs of members, partners and stakeholders and the requirements to fulfil governance and contractual obligations.	
8. A high level of computer literacy and effective communication, both verbally and in writing.	
9. The nature of the post is such that it will involve attendance outside normal core hours at weekends or evenings, attendance at events and meetings away from the office.	

CONTRACTUAL DETAILS

JOB TITLE	Competitions and Events - Project Lead
SALARY	£20,000 to £25,000.
TENURE	Permanent.
ANNUAL PAID HOLIDAY	22 days (pro-rata for part time workers) per year, increasing to 25 days (pro-rata for part time workers) in the second (and subsequent) years of service. 8 Bank/Public Holidays. 2 ¹ / ₂ Privilege Days.
HOURS	37.5 Hours per week.
NOTICE PERIOD	4 weeks.

There is a contributory pension scheme.

A no-smoking policy is operational in the National Office and VE vehicles.

A cycle to work scheme is available to Volleyball England employees.

Volleyball England has an equity policy and is committed to equal opportunities. The equity policy can be found on www.volleyballengland.org.

Volleyball England is committed to best practice in the care of children and as such this post may be subject to a Disclosure and Barring Service (DBS) check. The child protection policy can be found on www.volleyballengland.org.

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.

END