

<b>Job Title:</b>	Events Coordinator	<b>Reporting to:</b>	Strategy and Development Manager
<b>Department/Group:</b>	Strategy and Development	<b>Employee Location:</b>	Flexible
<b>Company Location:</b>	Canolfan Brailsford, Bangor University, Ffriddoed Road, Bangor, Gwynedd LL57 2EH	<b>Key Interface:</b>	WW staff, British Weightlifting, Bangor University, Sport Wales, UKAD, WW Academies, Licensed clubs, host venues, volunteers
<b>Salary Range:</b>	£28,250 per annum for 0.60 FTE (Actual £17,100 per annum)	<b>Working Hours:</b>	156 days per year. Flexible working hours. Some weeks will require more work, other weeks will require less work
<b>Company Web Link:</b>	<a href="https://weightlifting.wales">https://weightlifting.wales</a>		

## Job Description

### JOB SUMMARY

Deliver the key elements of the Weightlifting Wales Strategy associated with events.  
Organise and manage domestic competitions for Weightlifting, Para Powerlifting and other related events.  
Engage with various organisations, licensed clubs/academies, venues and volunteers.

### ROLE AND RESPONSIBILITIES

- Deliver the key elements of the Weightlifting Wales Strategy associated with events, engaging with volunteers and host venues.
- Work with the Strategy and Development Manager to:
  - Successfully organise and manage the annual calendar of events.
  - Plan, organise, manage and review competitive events in Wales.
- Support non-competitive events in Wales, such as the Disability Sport Wales InSport Series and Talent ID initiatives.
- Ensure the safeguarding policy and risk assessments are followed correctly.
- Liaise with partner organisations and host venues to plan and book facilities, accommodation and refreshments.
- Register each competitive event with UKAD.
- Support and develop Technical Officials in both Weightlifting and Para Powerlifting.
- Ensure enough volunteers and volunteer Technical Officials are available to support events.
- Ensure each competitive event follows IWF rules or World Para Powerlifting rules and relevant guidelines provided by the Strategy and Development Manager.
- For each event, prepare in advance following a detailed operational plan.
- Organise all aspects of an event, such as the transportation of equipment, planning volunteer roles and responsibilities, competition rotas, volunteer meetings; and suitably training loaders at events.
- Ensure documentation required for events is fully prepared, such as event schedules and programmes.
- Successfully manage a group of volunteers throughout each event.
- When necessary, arrange for a medic to attend events and ensure First Aid equipment is up to date.
- Ensure the software and hardware for competition management is tested and working prior to each event.
- Pre-order consumables in time for events, such as medals and trophies.

- Ensure the relevant competition equipment and other consumables are transported, set up, taken down and stored for each event.
- Record and update following new equipment purchases, adding to the event equipment stock take.
- Prepare a final copy of the competition score sheet to be presented on the WW website and for British Weightlifting Sport 80 rankings.
- Update WW records and athlete monitoring data following events.
- With WW staff review each event and set areas for development.
- Be responsible for ensuring that equality standards are met on a daily basis and that the equality policy is adhered to.

#### **PERSONAL SPECIFICATION**

#### **THE SUCCESSFUL CANDIDATE WILL HAVE EXPERIENCE, KNOWLEDGE, SKILLS AND ATTRIBUTES IN THE FOLLOWING AREAS:**

##### **EXPERIENCE**

- Working independently and as part of a team
- Managing or assisting the management of competitions
- Leading a team of volunteers
- Experience of dealing with daily activity competition schedules and/or operational plans

##### **KNOWLEDGE**

- Competition format and procedures
- Local and National events
- Safeguarding legislation
- Event Management

##### **SKILLS**

- Effective communication strategies
- Attention to detail
- People management, with the ability to inspire, organize and motivate others
- Building and maintaining relationships
- Self-organization
- Able to deliver under pressure
- Managing many projects simultaneously
- IT skills

##### **ATTRIBUTES**

- Willingness to learn and share new ideas
- A good team player, able to develop trusting working relationships with members and volunteers
- Integrity and high ethical standards
- A 'can do' attitude

##### **QUALIFICATIONS**

- Valid driving license
- Enhanced DBS
- Valid Safeguarding certification
- Weightlifting Technical Official qualification (within 3 months)
- British Weightlifting Technical Official license holder (within 3 months)
- Para Powerlifting Technical Official qualification (within 6 months)



#### DESIRABLE SKILLS, KNOWLEDGE AND EXPERIENCE

- Welsh language speaker
- Experience of managing Weightlifting or Para Powerlifting competitions
- Degree level or higher qualifications

#### QUALITY SUPPORT MECHANISMS

- Training opportunities (formal and informal)
- Support and supervision meetings
- Safe working environments

#### WW IS AN EQUAL OPPORTUNITIES EMPLOYER

WW is a recognised equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of age, disability, gender reassignment, marriage and civil partnership, sexual orientation, pregnancy and maternity, race, religion, belief and gender.

The successful candidate will be expected to adhere to the Weightlifting Wales Code of Conduct and adopt WW's values surrounding safeguarding and equality. The successful candidate will be required to work some evenings and weekends and will be required to travel as part of this role.

As WW develops and evolves, so may the duties and roles of the Events Manager. Such changes will be discussed with staff prior to implementation.

***\*\*\*The above list is not regarded as exclusive or exhaustive, as there may be other duties and requirements commensurate with the post and grade of which the job holder may be required to perform from time to time.\*\*\****