



BRITISH FENCING

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JOB DESCRIPTION: EVENTS CO-ORDINATOR

SUMMARY:

Title:	EVENTS CO-ORDINATOR
Remuneration:	£20,500 -25,500
Hours of work:	All hours worked
Location:	Head Office
Responsible to:	National Development Manager
Contractual status:	FULL TIME (1 year fixed term contract)
Start date:	September 2010
Issue date:	5/08/10

MAIN PURPOSE:

The Event Co-ordinator job purpose is to support the co-ordination, delivery and development of our events programme.

RESPONSIBILITIES:

- Coordinate and deliver British Fencing events programme using best practice and innovation.
- Coordinate and support the British Fencing National Academy programme, including the Young Officials Development Programme to a lasting legacy from events.
- Coordinate and administer the British Fencing online entry system.
- Development of a quality standards framework for competitions.
- Support the Competitions and Calendar Committee and administer meetings.
- Support the CEO with bidding for events.
- Support the Event Director for Sheffield 2011 European Championships.
- Support British Fencing events during 2012.
- Work with the Competitions and Calendar Committee to develop an events calendar based on the principles of LTAD.

PERSON SPECIFICATION:

Key skills, experience and qualifications required:

- Experience of running a complex events program.
- Experience of sports events or other similar events.
- Experience of international sport, particularly fencing, would be desirable but not essential
- An ability to plan, initiate and manage change, develop vision, match actions to strategy, monitor and evaluate progress, redirect future strategy and actions.
- An ability to work independently and flexibly, shifting focus between local and national initiatives or priorities.
- An ability to develop effective working relationships both internally and externally and with a diverse range of partners including volunteers.
- Good interpersonal, presentation and IT skills. Fluent in Office packages and a knowledge of Turbo CAD or similar would be desirable but not essential
- Seek continuous improvement and professional development.
- Willingness to work evenings and weekends as required and travel throughout England.
- Basic financial knowledge, including the ability to manage of budgets and ensure that others meet budget requirements.

Behavioural competencies and qualities required:

- Behaves at all times in a professional manner and displays the following principles: selflessness, integrity, objectivity, accountability, openness, honesty and leadership.
- Ability to work positively within a team and manage relationships.
- Commitment to the sport and organisation;
- Willingness to devote the necessary time and effort.
- Willingness to be an ambassador for the organisation and the sport.
- Willingness to be available for advice and enquiries on an ad hoc basis.

British Fencing is committed to providing equal opportunities for all and is committed to following best practice in the welfare of young people and vulnerable adults. For further information please consult: www.britishfencing.com.

We want to ensure that everyone has the opportunity to receive clear, understandable information from British Fencing. If you require this in an alternative format please contact BF Head Office

To apply for this position, or for further information, please send a CV and a covering letter explaining why you are suitable for this role, please e-mail to headoffice@britishfencing.com or post to BRITISH FENCING, 1 BARON'S GATE, 33-35 ROTHSCHILD ROAD, LONDON. W4 5HT.