



Role Description: Event Coordinator

The role of the Event Coordinator is to effectively and efficiently create, plan and manage successful sports (and other) events. The Event Organiser has overall control recruiting, motivating and managing the events team, ensuring each event runs smoothly, on time and on budget.

Responsible to:	<ul style="list-style-type: none"> • Committee • Social Secretary • Fund Raiser 	Responsible for:	
Main Duties		Skills Required	
<ul style="list-style-type: none"> • Establish aims and objectives of each event • Establish the financial viability of each event • Create an event overview and timeline • Decide most effective timing, location, outline of event and personnel required • Recruit Events team • Manage client potential, relationships and new business opportunities • Manage and review all financial aspects of pre and post event management, adhering to budgets • Liaise with Treasurer. • Liaise with Press Secretary • Liaise with Social Secretary • Liaise with Fund Raiser 		<ul style="list-style-type: none"> • Excellent organisational, logistical and communication skills. • Recruitment experience, excellent motivational skills and leadership qualities and the ability to delegate effectively • Commercially astute with sound business sense and an understanding of financial management. • Highly professional with good marketing and promotional skills • Ability to set and stick to budgets 	

The Commitment we are looking for

Managers / Committee meetings are held monthly in Doddinghurst Village Hall.

Your organisation of and attendance at multiple events throughout the season.

Review of the *Annual Review* and alignment of development plans to The Club vision and mission in accordance with The Constitution and associated policies.

The commitment is for the time it will take you to undertake the main duties. Also, attendance at any fund raising events held by the club and any local event as appropriate for networking. You will need your own IT equipment.



The 'term of office' is indefinite, however, reviewed at the AGM. Commencing on appointment in accordance with The Club Recruitment Policy and subject to appropriate passing of a trial period (if applicable) and achievement of qualifications and successful CRB check.

Our Commitment to you

The Club secretary, The Committee, Treasurer and Training and Development Officer will provide assistance as necessary.

We will provide access to appropriate training courses to assist in the execution of duties.

We pay your expenses in accordance with our expense policy

Other Resources Available

<http://teamer.net> assists in team management and organisation. Teamer provides a free SMS text service making it simple to advise players and coaches of events, it is a secure and free solution and is a major benefit to club organisation and communication with players."

The **runningsports** website (www.runningsports.org) has useful resources including Quick Guides, Top Tips, and information on available training including workshops and workbooks.

Also check out the following web sites for other available resources:

Foundation for Sports & The Arts	www.thefsa.net	Grantnet	www.grantnet.com
Sportsmatch	www.sportsmatch.co.uk	Awards for all	www.awardsforall.org.uk