

Competitions & Events Manager

Starting Salary: £26,000

Fixed-term contract until 31st March 2021 - 37hrs per week

JOB TITLE:	Competitions & Events Manager
RESPONSIBLE TO:	Chief Executive Officer
JOB SUMMARY:	To manage the organisation and delivery of all competitions and events which come under the jurisdiction of the England Handball Association.

1. Main Focus of the role

The Competitions & Events Manager will be responsible for ensuring the successful organisation of the EHA's annual programme of competitions and events. This will involve liaison with the Competitions & Events Group which oversees the national leagues, engagement with regional league co-ordinators and regular communication with clubs and other organisations that participate in EHA sanctioned competitions and events.

2. Accountability

The Competitions & Events Manager will be accountable to, and appraised by, the Chief Executive Officer.

3. Key Aims and Objectives of the role

- Establish and agree an annual calendar of competitions and events.
- Ensure all competitions and events are delivered within the rules set out by the EHA.
- Act as Lead Safeguarding Officer for the EHA and support member clubs with meeting best practice standards for working with children and vulnerable adults.

3. Key Roles and Responsibilities

- To establish and agree an annual calendar for all EHA sanctioned competitions and events in partnership with relevant stakeholders.
- To ensure all competitions and events are delivered to an agreed, and published, framework of rules.
- To be responsible for overseeing the delivery of the EHA's major annual events including; National Cup Finals, League Play-offs, University Championships, British Cup Finals and National Schools Finals. Also any one off events or tournaments that come under the EHA's jurisdiction.
- To monitor the collation of results of all league and cup games and ensure that results and up-to-date league tables are published on the EHA website.
- To support the Memberships Administrator to maintain accurate records of all affiliated clubs and, with approval from the EHA

- Board, handle all new affiliations, mergers, name changes and other such amendments as are necessary.
- To support the Competitions & Events Group and the Competitions Disciplinary Committee with any information related to club and player disciplinary issues as might be required.
 - To liaise with the EHA Office in dealing with all player transfers, both national and international, including relevant administration required by the European and International Handball Federations.
 - To work closely with regional league co-ordinators and school competition organisers to ensure the successful delivery of related events.
 - To maintain an accurate and up-to-date database of all halls and venues which are suitable for hosting EHA sanctioned competitions and events.
 - To deal with all aspects related to the participation of any EHA affiliated clubs in European competitions.
 - To deal with the acquisition of trophies and prizes for all competitions organised by the EHA.
 - To be a member of the EHA Management Team ensuring the delivery of appropriate monitoring and evaluation reports for internal and external stakeholders including providing reports for the bi-monthly board meetings.
 - To act as Lead Safeguarding Officer and the main liaison for the EHA with the NSPCC and the Child Protection in Sport Unit on all safeguarding issues.
 - To ensure that the EHA's policies on equality, equity, diversity and child protection underpin all areas of activity within the sport and support clubs to meet the requirements of the Safeguarding Standard.

4. Management responsibilities

The Competitions & Events Manager does not have direct line management responsibility. However, on occasion there may be a requirement to manage or supervise the EHA's volunteer workforce.

5. Location of post

It is anticipated that the post will be based at the EHA's office in the north of England, however an option of remote working may be considered where this is felt to be beneficial to the EHA. Due to the nature of this job, and the potential for occasional travel across the country, you must hold a full driving licence and have access to a vehicle for work purposes.

NB. This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity you will be required to work and can be amended with consultation in the light of the changing needs of the organisation.

PERSON SPECIFICATION

The ideal candidate will be able to demonstrate the following key skills and experience:

- A current knowledge of organising and delivering competitions and events at local, regional and national level.
- An understanding of the structures of education based and community sport specifically as they relate to competitions.
- Knowledge and experience of communicating with a large and diverse customer audience through all types of media.
- Ability to develop effective relationships with key partners and to motivate/engage them to deliver activities.
- Excellent management and communication skills including the ability to produce concise and accurate written reports and present information to individuals and groups at all levels in a clear and persuasive manner.
- Strong data management skills and a knowledge of IT and electronic database systems that will support the collation of information.
- Ability to deliver assigned projects on time and within budget requiring excellent organisation skills and the ability to prioritise conflicting requirements.
- Awareness and sensitivity to be able to work successfully within a team environment and to work effectively with other agencies.
- A willingness and commitment to work unsocial hours and in a flexible, 'can do' environment.