

JOB DESCRIPTION

Post: **Event Officer**

Responsible to: **National Event & Volunteer Manager**

Job Purpose

Swim Wales is the National Governing Body for swimming, water polo, artistic swimming and diving in Wales. Its role is to lead, advise, support, extend and enhance aquatic participation for all regardless of location, age, gender, ethnicity or disability.

The Event Officer's role will be to lead the management and delivery of the Welsh aquatics National events programme working with the National Event & Volunteer Manager. Swim Wales' vision is to inspire individuals to compete, learn and enjoy aquatics in Wales. Swim Wales National events provide athletes an opportunity to compete at National standard including Welsh Championships and international competitions in Swimming, Open Water, Water Polo, Diving and Artistic Swimming.

Key Responsibilities

- 1) Manage and deliver the National events programme, as planned by the National Event and Volunteer Manager.
- 2) Responding to event queries via multiple platforms of communication such as email, telephone and social media.
- 3) Organise and manage stock, and order equipment as required.
- 4) Check volunteer expense forms against Swim Wales' volunteer expense policy.
- 5) Deal with customers, volunteers, staff, officials and swimmers' queries during meets.
- 6) Production and administration of event information including poolside passes, front desk information, volunteer accreditation, expenses forms, car park passes and meet packs.
- 7) Process orders and payments for purchases including requisitions and purchase orders.
- 8) Raise purchase orders in adherence to the organisation's financial policies.
- 9) Manage the Welsh meet licensing calendar, including management of the Swim Wales website competition calendar.

Other Requirements

- Availability to work unsociable hours and weekends
- Must attend all Swim Wales National events across the aquatic disciplines
- Ability to work with multiple teams of individuals to deliver high standard events
- Ability to work independently on projects

<u>PERSON SPECIFICATION</u>		
	Essential	Desirable
Education and Professional Qualifications		
Relevant degree, or equivalent experience in organising and managing events	✓	
A valid driving licence and access to a car	✓	
A satisfactory Disclosure and Barring status	✓	
Experience		
Proven experience in strategic planning and operational delivery of events.	✓	
Proven experience of successfully managing a wide range of internal and external stakeholder relationships.	✓ ✓	
Has experience of taking an inquisitive approach to a task		
Working in aquatics		✓
Ideally, would have some experience of working with volunteers.		✓
Experience of working in a local authority or national governing body of sport		✓
Skills and knowledge		
Excellent project management skills.	✓	
Excellent communication, negotiation and influencing skills.	✓	
An understanding of the needs and issues of volunteers.	✓	
The ability to work as a member of a team or independently as required.	✓	
An understanding of financial control, including budget setting and management.	✓	
The ability to pursue commercial opportunities.	✓	
The ability to plan and control events	✓	



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<p>Able to work collaboratively.</p> <p>Problem solving skills</p> <p>Able to manage multiple projects simultaneously.</p> <p>Able to recruit and organise volunteers</p> <p>Able to identify opportunities to develop aquatics and explore external commercial partnerships</p> <p>Understanding of commercial activities will be desirable.</p> <p>A previous working knowledge of the volunteer community</p> <p>Welsh speaker</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p>Behaviours</p> <p>Seeks excellence at all times</p> <p>Inspires others</p> <p>Is quality focused</p> <p>Displays respect and integrity with others</p> <p>Is innovative, challenging the norm</p> <p>Pro-active and delivers results, to achieve high performance.</p> <p>Collaborates effectively</p> <p>Is reflective and open minded</p> <p>Takes an inclusive approach at all times</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	