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|  | **Competition Delivery Manager** | |
| Department: | Marketing & Communications | |
| Reporting to: | Director of Marketing & Communications | |
| Responsible for: | Competitions Co-ordinator | |
| Scope: | Main purpose:  To ensure the support and delivery of the competitions programme through the implementation of a programme of commissioning, and by doing so increase quality of delivery, brand awareness and value for England Squash and delivering on any requirements from sponsors. | |
| Key responsibilities | * To manage and implement a yearly calendar * To work with a range of stakeholders and tournament delivery agents. * Ensure that England Squash sanctioned events are run in accordance with the brand and branding of the organisation and any sponsors. * Implement the England Squash event organisers accreditation programme. * Liaise across all departments ensuring competitions are relevant to participation and performance departments and run on a cost effective basis. * Provide support and guidance to external delivery agents * Represent England Squash with a range of external stakeholders, including England Masters, Veterans. * Provide reporting on participation numbers to the Director and SMT * Work with the Director of Marketing & Communications to drive efficiency and increase income streams. * Manage the competitions and events budget. * Attend, manage and lead events as appropriate. * Undertake other responsibilities as requested by the organisation | |
| **CONTENT & COMMUNICATIONS MANAGER PERSON SPECIFICATION** | | |
| **QUALIFICATIONS** | | |
| Essential | | Desirable |
| * Educated to the equivalent of degree level in a relevant subject | | * Event management qualification |
| **KNOWLEDGE** | | |
| Essential | | Desirable |
| * Experience of working at events * Strong appreciation of the key elements in the development of a customer facing organisation. * An excellent working knowledge of Microsoft Office i.e. Word, Excel, PowerPoint, Outlook. | | * Knowledge of the organisation of sport in England * An understanding of budgets * Ability to turn strategy into delivery. |

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| **SKILLS** | | |
| Essential | | Desirable |
| * Attention to detail * A proactive approach to work. * Excellent customer service skills. * Excellent communication, inter-personal and organisation skills. * Track record of working as part of a busy team and working effectively under pressure to tight deadlines. | | * Project Management skills/experience |
| **EXPERIENCE** | | |
| Essential | Desirable | |
| * Relevant experience as an event organiser, ideally within a sports industry context. * Strong IT and Internet skills and a record of using social media for promotion of events. * Must be able to work effectively across all parts of the organisation and with relevant external partners. * Must be able to demonstrate good written and oral communication skills. * Must be self-motivated to work alone and as part of a team. * Ability to manage a heavy work programme. | * Experience working in a Sports or Leisure environment * Knowledge and understanding of social media channels relating to competitions and events. * An interest in, and knowledge of, the structure of squash in England is desirable, including an understanding of the stakeholders and funding mechanisms. | |
| **PERSONAL** | | |
| Essential | Desirable | |
| * A team player with a positive, solution-focused approach. * Flexible and reliable. * Displays an ability to connect, drive and be adventurous. * Energy, commitment and enthusiasm. * Inspiring and enthusiastic attitude, must enjoy working with people and be customer focused. * Flexible approach to work and able and willing to work outside normal office hours. * Good negotiation and influencing skills and a solution focused approach to working cross departmentally with other colleagues. |  | |

*This job description is not intended to be regarded as inclusive or exhaustive and will be amended in the light of the changing needs of the organisation.*