



Sports Events Manager

Salary: £25,000 - £40,000 dependent upon experience
plus bonus and commission schemes

Hours: Full time – 37.5 hours per week

Base: The role is based at our Head Office in Derby
Option for hybrid-working with a minimum of 3 days per week at our Head Office in Derby.

The Role

We have an exciting opportunity for someone to join us as a Sports Events Manager. If you have skills in event management, planning, logistics and a passion for sport you could be the person we are looking for.

You'll be a key part of the team responsible for organising our portfolio of annual UK based, weekend long, youth football tournaments, rugby festivals, netball tournaments and hockey tournaments. Welcoming entries from teams across the UK, you'll build on our already strong reputation and programme of events, working as part of the team to fine tune and improve our existing programme as well looking for opportunities to set up new future events.

The role is diverse and will change throughout the year due to the different phases of the annual event life cycle. September to December is the key sales period with all staff members helping to service client enquiries, ensuring customers are offered the most suitable option for their team. The confirmation of the finer arrangements for the events takes place during January to May along with the 'hands on' event management during the tournaments. June to September is spent confirming the larger contracts for the following year's events.

Key duties include:

- Overseeing and managing the annual organisation and logistics for a number of our annual tournaments and festivals.
- Sourcing and contracting suitable event suppliers, accommodation and entertainment providers for each event.
- Compiling the individual event costs to produce pricing that is both competitive and commercially profitable.
- Looking for new opportunities to continually develop and enhance our portfolio of events.
- Liaising with host clubs, ensuring we share a combined vision to create superb tournament and festival experiences for visiting teams.
- Ensuring we have a complement of fully qualified referees and fully briefed event staff to manage the event, fixtures and logistics.
- Hands-on event management of the tournaments and festivals themselves to ensure the events run smoothly.
- Working with our internal marketing department to ensure we have an agreed annual marketing plan that delivers the number of enquiries required to fill our events.

- Confidently taking calls and online enquiries from new and existing clients looking to take part in our UK events and festivals, providing advice and guidance on the tours and events that best suit their team's needs.

The Candidate

You will be managing multiple events at any one time, so a demonstrative skill in managing and prioritising a busy workload is essential. You will be a good negotiator and a confident communicator who succeeds on proposing and delivering solutions.

It's a competitive industry, so you'll be skilled at communicating all the relevant USP's of our service along with the benefits of choosing to work with us.

You will have a positive, enthusiastic, pro-active approach and the willingness to be hands-on.

The experiences we create for our customers are unique, we will therefore fully support you in developing your skills and knowledge throughout your employment with us as we equip you with the confidence, ability and expertise to succeed in your role.

This is a fantastic opportunity for someone who relishes the thought of combining their love of sport with their career on a daily basis. Our business has significant plans for future development and growth. We want to hear from people who believe they will succeed in this environment and are excited about the prospect of being part of the team and helping us grow!

Requirements

Essential skills and experience

- A passion for sport
- Excellent organisational skills, time management and attention to detail
- Good financial and commercial awareness
- Strong administration and IT skills
- Experience of working in an events role

Beneficial skills and experience

- Working involvement in any of the following sports - football, rugby, netball and hockey
- Knowledge of the travel industry

Benefits

- A basic salary of £25,000 - £40,000 (dependent upon experience) plus bonus and commission schemes
- 24 days holiday per year (increasing with length of service to a maximum of 27 days) in addition to all public holidays
- Contributory pension scheme
- Cycle to Work scheme
- Flexible hybrid working Programme

How to apply

Feeling excited about the role and want to apply? We can't wait to hear from you!

Please send us your CV with a great covering letter introducing yourself and detailing:

- Your current role and salary
- Where you saw this vacancy advertised
- Why you are a suitable candidate for this position

Please email your application to recruitment@rayburntours.com



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