



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're looking for someone who is organised, proactive and enjoys working as part of a collaborative team. If you have skills in event management, planning and logistics, together with a passion for sport and delivering excellent customer experiences, you could be the person we are looking for.

You'll be a key part of the team responsible for organising our portfolio of UK-based, weekend-long youth football tournaments, rugby festivals and netball tournaments. Welcoming entries from teams across the UK, you'll help protect our strong reputation by working closely with colleagues, suppliers, host clubs and customers to fine tune and improve our existing programme, while looking for opportunities to set up new future events.

The role is diverse and changes 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 helping to service client enquiries and ensure customers are offered the most suitable option for their team. The confirmation of finer arrangements takes place from January to May, along with 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, reliable 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 to ensure we share a combined vision for safe, well-planned and memorable 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 events are delivered safely, professionally and seamlessly.

- Working collaboratively with our marketing team and operational colleagues to agree an 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 that helps customers choose the experience that best meets their team's needs.

The Person We're Looking For

You will be managing multiple events at any one time, so a demonstrable ability to manage and prioritise a busy workload is essential. You will be a good negotiator, confident communicator and sound decision-maker who succeeds in proposing and delivering solutions.

It's a competitive industry, so you'll be skilled at communicating the relevant USPs of our service clearly and professionally, while ensuring that what we promise is what our customers experience.

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

We are proud of the professional expertise within our team and will fully support you in developing your skills, knowledge and professional confidence throughout your employment with us.

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, and we want to hear from people who are excited about joining a collaborative team and helping us deliver excellent experiences for our customers.

Requirements

Essential skills and experience

- An enthusiasm for sport and creating exceptional customer experiences
- 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 or netball
- 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
- Why you are a suitable candidate for this position

Please email your application to recruitment@rayburntours.com



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