

Sports Manager

Job Description and Personal Specification



Personal specification

The successful candidate would be expected to have the following skills, experience and qualities:

Essential

A strong belief that the Grasmere Sports and Show will continue to be the premier sports event in Cumbria

Excellent organisational and administrative skills

The ability and confidence to work alone and take decisions.

Experience of working with others

A range of excellent computer skills

Good inter-personal skills – a good listener, communicator and influencer

Ability to control costs and report on finance

Enthusiasm

Full UK Driving Licence

Desirable

An interest in traditional Lakeland Sports

An ability to delegate

An eye for detail

Job Description

The work is part-time and entails the organisation and running of the Grasmere Sports and Show, the premier sports event in the Lake District.

Sports Management

Responsible to

- The Chairman and Board of Grasmere Sports Committee Limited

Responsible for

- Sports Contractors – for the laying out, setting up and taking down of the Sports.
- The Public, Members, Stewards and Officials on Sports Day.
- in a timely fashion,
 - Furthering the strategic aims and best interests of GSCL
 - Complying with all current legislation.
 - Complying with all GSCL policies including GSCL Health and Safety Policy
 - Maintaining and communicating details of income and expenditure and day-to-day business

Main Tasks

The work will include but not be limited to:

1. Planning and organising the Sports Day according to the policies developed by GSCL including
 - ✓ Arranging the programme of events, designing and printing the programme
 - ✓ Preparing and executing event management plans, risk assessments, road safety management plans in conjunction with contractors
 - ✓ Preparing and laying out of the ground (in conjunction with the Sports Contractor and employed grounds personnel)

- ✓ Ordering of marquees, toilets, badges and passes, prizes and trophies, catering, communications systems
 - ✓ Managing the online ticketing system
 - ✓ Liaising with the various sports and other bodies participating in the show
 - ✓ Recruiting and organising of judges, officials, volunteers and stewards, announcer, photographer, first aid and mountain rescue, police and security
 - ✓ Obtaining sponsorship and liaising with sponsors
 - ✓ Booking the various acts that take place at the Sports and Show
 - ✓ Advertising and taking bookings for the trade stands
 - ✓ Communicating with the Life Members and maintaining records
2. Attending and being the focal point for all activities both routine and emergency on Sports Day
 3. Attending and reporting to Board and other meetings as required.
 4. Assisting the Directors in developing the Sports day
 5. Taking care of communications
 - ✓ Reviewing and updating the website
 - ✓ Managing social media, publicity and advertising
 - ✓ Dealing with enquiries by phone, email and letter

Hours of work

The work is part-time and builds to a peak in the Spring and Summer months. There are no fixed hours of work. For guidance the time required for Sports Management is considered to be around $\frac{1}{3}$ full time work equivalent.