



## EVENTS MANAGER

### An Exciting Opportunity to lead and innovate Scottish National Swimming Championship Events

**Circa £25k plus 6% pension (Full-time)**

With the European Aquatics Championships coming to Glasgow in 2018 and the British Championships being held in Edinburgh in the same year, Scottish Swimming is excited to drive forward the delivery of our National Events Programme.

We are looking for an innovative and enthusiastic Events Manager who is passionate about sport and has the leadership skills and attributes needed to work with our volunteers and committees to make the most of Scottish Swimming's National Championships and broader events programme.

Based at the National Swimming Academy in Stirling, the Events Manager will work closely with our team of volunteers, providing leadership, motivation and vision to inspire them to achieve further success as a leading events provider. As Events Manager, you will lead the development and planning of key events and support their delivery with the volunteer and events team in line with the Scottish Swimming Corporate Plan. Your management skills, technical knowledge, communication and leadership skills will be vital, as you work closely with partners and volunteers to deliver success.

#### Key Functions:

- To work with the National Championships Events Convenors and Discipline Committees to ensure a consistent and innovative approach to all Scottish Swimming National Events
- To be able to think creatively and conduct research to effectively contribute to the Scottish Swimming events strategy
- To lead on the development, production, co-ordination and evaluation of Scottish Swimming events
- To agree, communicate and manage timelines and priorities on events projects
- To provide administration and support to discipline and participation events, including identifying, applying for and reporting against grants and ordering kit
- To ensure a partnership approach to the planning and delivery of events by developing relationships with key partners

In return you will be offered an attractive salary, including contributory pension, as well as being part of a dynamic team that aims to ensure that Scottish Swimming continues to lead the way in Events. There is a need for flexible working patterns as many of our events happen at weekends and a full driving licence with own transport is essential.

Scottish Swimming has a set of values which are available on our website and we are committed to selecting staff solely on the basis of their ability to do the job for which they are being recruited. We welcome applications from all sectors of the community.

For an informal discussion please contact Helen Plank, Head of Marketing on 07702 872964.

For further information and a recruitment pack please go to the Scottish Swimming website at [www.scottishswimming.com](http://www.scottishswimming.com).

**Closing Date:** 12 noon Thursday 31st August 2017

**Interviews:** Friday 8th September 2017