

UKU Events Coordinator – Job Description

1. Introduction

UK Ultimate Ltd is creating a full-time position to further support the planning and organisation of UKU events. The position will report to the CEO (Si Hill), working alongside our first Events Coordinator (Benji Heywood).

During the last 3-4 years, we centralised the running of most UKU events. We set out to achieve the following goals:

1. Increased control over the quality and cost of service that is offered to ultimate players attending UKU-owned events.
2. Event-profits are re-invested in the development of the sport.
3. Simplify the task of being the “local organiser” for UKU events, and therefore hopefully encourage more individuals and in particular clubs to get involved at that level.
4. Other UKU staff will also be able to take the role of local organiser without significant impact on their other activities and objectives.

This initiative has been largely successful to the point where we find ourselves needing to increase the team to keep up with the workload and build on additional opportunities that we see. In addition to improving the delivery of the existing events calendar, we aim to provide more support to local events/competitions and introduce additional competitions and divisions (e.g. supporting small school competitions, adding new masters division events).

2. Role Description

Primary responsibility: Coordination and delivery of UK Ultimate events

Reporting to: CEO

Salary: £17k-20k depending on location and skills/experience

Time commitment: This is a full-time position. The role involves working at some events that take place over a weekend. We operate a flexible “time off in lieu” approach to the event days worked on weekends.

Location: Working from home. There will be a requirement to attend events throughout the year.

The role description is split into three sections: Planning, Organisation and Delivery (see below). The Event Coordinator is always responsible for the Planning and Organisation phases. Event delivery is managed using a mixture of UKU-staff, other individuals and/or Ultimate clubs.

Events will be divided so that the two event coordinators have lead responsibility for different events although they will be working closely together.

2.1 Event-Planning

- Financial plan for each event
- Secure venues and other suppliers (catering, marquees, security, etc)
- Recruiting Local Organising Committee (LOC) – generally a local ultimate club that can support the event delivery and in some cases, provide support with accommodation and social events where appropriate
- Communication and promotion on dates and locations to playing community and other interested groups

2.2 Event Organisation

- Market event and manage registration (our book-keeper will generally be responsible for payment tracking)
- Pre-event communication with teams and spectators
- Detailed planning with venue – fields layout, parking, camping, suppliers, security, etc.
- Medical, first-aid and safety planning
- Coordinate format, seeding and scheduling, working with the relevant Competition Committee and Scheduling Group who generally have sign-off on the final decisions
- Trophies, prizes, medals
- Recruit volunteers if required
- Ensure all equipment is available (scoreboards, radios, etc)
- Plans for results coordination: collection, reporting, etc.

- Event sponsorship – where possible/appropriate/worthwhile

2.3 Event Delivery

As outlined above, in general, the goal is to enable other people to handle the delivery of the events. In a subset of cases, the Event Coordinator is directly responsible on-site. In either case the main responsibilities of the delivery phase are outlined below:

- Coordination of responsibilities and delegation with other staff and volunteers
- Site setup and take-down
- Pre-competition venue-check – primarily for safety – but also other potential issues
- Ensure medical team and safety plans in place
- Coordinate all other 3rd-party suppliers
- Manage captain's meeting or similar process
- Ensure competition runs to schedule and determine what action is required if not
- Manage results-collection and reporting – including sotg, and including timely publishing of final results
- Plan and implement appropriate awards ceremony
- Ensure venue is left extremely tidy
- Ensure all UKU equipment is safely collected and stored or transported to next event location
- Accept lost-property and implement efficient plan for attempting to return items to owners

We are looking for an individual that enjoys event delivery, and is willing and able to work some weekends as the lead tournament director and/or alongside the rest of team at the UKU's largest events. We expect the role will involve on-site delivery of at least 10 weekend events per year.

We are looking for an individual that can work the major UKU events – i.e. is not aiming/hoping to play at UKU Tour events and UKU Nationals.

2.4 Partnerships, Processes and Tools Development

The role includes continuous improvement and development of the partnerships, tools and processes that are important to our events.

3. Other Comments

We are looking for a candidate that has experience of event management and/or organising ultimate events in the UK. It would be useful, but not essential, to be familiar with the structure of our calendar, competitions and typical set up of our events.

You will need to be well-organised and self-motivated. The role involves working alone, managing multiple simultaneous projects. You need to be reasonably numerate and comfortable with spreadsheets and other remote-working tools (e.g. googledrive). You will be expected to get involved in other aspects of UKU's work from time to time – but the focus will be on the events-programme.

4. Application Process

Please send a covering letter and CV to Si Hill (si.hill@ukultimate.com) by **Wed 22nd March**.

The selection process may vary depending on the number of applicants. The UKU Board reserves the right to extend the deadline.