**Job Description**

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| **Job Title** | Talent Event Co-ordinator |
| **Contract Status** | Consultancy |
| **Hours of Work/ Salary** | Day rate £150 – minimum 13 days a year – mainly weekend work |
| **Place of Work** | Various venues nationally for Talent events/Work from home as agreed |
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| **Position reports to** | Line Management: Director of Development |
| **Role overview** | Responsible for the co-ordination of all aspects of Rounders England Talent events. |
| **Main responsibilities** | Deliver high quality performance events raising the professional standards across Rounders England. Support raising the profile of Rounders England squads:   1. Coordinate the team of coaches, officials and administrators at talent events to provide a professional and effective delivery 2. Support the implementation the Rounders England talent pathway 3. Liaise with the talent administrator to ensure consistent and regular communication to the squads, workforce, staff team and potential talent athletes regarding events 4. Review and monitor success of events 5. Promote a professional image of Rounders at all times 6. Attend meetings as required 7. Record data accurately in line with GDPR and support in the collection of KPI’s 8. Work with the wider staff team and key volunteers to support Rounders England to achieve our vision and mission 9. Any other reasonable duties |
| **Standard Specifications** | Travel as required to support the outcomes of the post  An understanding of equality issues, legislative requirements and barriers and issues that may prevent our priority groups from participating in Rounders, data protection, health and safety in the workplace and all Rounders England policies  A willingness to undertake Continuing Professional Development |

**PERSON SPECIFICATION**

**TALENT EVENT COORDINATOR**

**Relevant skills/ Essential**

**experience**

* + - Experience of high performance sport – National or Regional squads
    - Experience of sports event management
    - Involvement in national events – delivering, playing, coaching and/or officiating
    - Awareness and understanding of safeguarding issues and health and safety relating to event organisation
    - An understanding of planning and organising fixtures and events
    - The ability to build and maintain effective relationships and to communicate well with a variety of people
    - Give a positive impression of yourself and organisation
    - Proven IT systems experience including word, excel, and data bases

**Desirable**

* + - An understanding of Rounders and talent pathways
    - Experience in leading successful talent programmes

**Personal attributes Essential**

* Self-motivated
  + - A high level of attention to detail
    - Strong relationship builder
    - Able to manage time and prioritise independently
    - Database, IT and business system experience
    - Commercial thinking
    - Communication skills – excellent verbal and written skills
    - Organised and able to meet deadlines and targets
    - Problem solver
    - Determined and tenacious
    - Looks to continuously improve own capabilities

**Education/ Essential**

**Qualifications**

* First Aid qualification
* Safeguarding qualification
* A full driving license

**Desirable**

* Level 2 Rounders coaching award or equivalent experience in umpiring and/or delivering events
* Health and safety qualification
* Risk management qualification