**Job Description**

**JOB TITLE: Event Officer**

**REPORTS TO: Event and Project Manager**

**RESPONSIBLE FOR: N/A**

**TYPE OF CONTRACT: Fixed term from 1 March 2020 until 30 November 2020**

**SALARY: B**

**HOURS OF WORK:** Such hours as are necessary to fulfil the duties. This will involve a minimum of 35 hours per week, and include work in evenings and weekends as required.

**LOCATION:** BPA central London offices. Travel may also be required in the UK as necessary.

**JOB PURPOSE:** To assist the Event and Project Manager with the delivery of key BPA events in the lead up to, during and after the Tokyo 2020 Summer Paralympic Games.

**GAMES-TIME ROLE:** Events Officer, UK based.

### KEY RESPONSIBILITIES IN DETAIL:

1. **To assist with the operational planning and provide onsite support for the ParalympicsGB Team Launch event in July 2020. Responsibilities will include:**
   * Assisting the Event and Project Manager with the administration for the onsite operations to include, catering, staff, branding, and AV.
   * Updating and maintaining invite lists, rooming lists and the table plan.
   * Attending recces and planning meetings with the venue and partners.
   * Monitoring, responding and actioning incoming emails to the shared events email inbox and dealing with queries from guests and partners in a timely manner.
   * Overseeing the accreditation for the event.
   * Procurement of onsite material.
   * Administering Team Launch Working Group meetings, including the writing and circulating of minutes.
   * Working closely and effectively with BPA teams onsite for the delivery of the event.
   * Running the event office onsite.
2. **To assist with the operational planning for the British House (Tokyo based venue) project. Responsibilities will include:** 
   * Assisting the Event and Project Manager with the operational administration to include, catering, staff, branding, and AV.
   * Updating and maintaining invite lists, daily event schedules and run sheets.
   * Overseeing the accreditation planning.
   * Procurement of items to dress British House.
   * Administering British House Project Working Group meetings, including writing and circulating minutes.
3. **To assist with the operational planning, and onsite delivery for the Homecoming activities and Partner Lunch events when the ParalympicsGB Team arrives back home after the Games in September 2020. Responsibilities will include:**
   * Assisting with the logistics for the event, including kit, travel and accommodation arrangements.
   * Updating and maintaining invite lists, rooming lists and the table plan.
   * Writing and circulating minutes from the Working Group meetings.
   * Working closely and effectively with BPA teams onsite at the event.
   * Working closely with UK based Ops lead for T5 Heathrow operations and the lunch.
4. **To assist with the operational planning and support onsite delivery of ad-hoc BPA events, including Philanthropy and VIP stakeholder events. Responsibilities will include:**
   * Updating and maintaining invite lists.
   * Monitoring, responding and actioning incoming emails to the shared events email inbox and dealing with queries from guests and partners in a timely manner.
   * Overseeing any accreditation.
   * Ordering gifts.
   * Working closely and effectively with BPA teams onsite at events.

**PERSON SPECIFICATION:**

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| **QUALIFICATIONS**  Educated to degree level or similar relevant administration qualification desirable. |
| ROLE REQUIREMENTS Due to its engagement with the ParalympicsGB teams at both the Summer and Winter Games, an assessment process may be undertaken to determine whether or not the post-holder requires a DBS Disclosure and Barring Service (DBS) List check. |
| **KNOWLEDGE AND SKILLS**  **Essential:**  **Organisational -** strong organisation skills including the ability to multitask and prioritise workloads effectively to ensure deadlines are met.  **Event management –** experience of assisting with planning, organising and delivering successful events.  **Communication -** well developed communication skills (written and verbal).  **IT -** ability to work to an advanced level in a variety of Microsoft applications specifically Word, Excel and PowerPoint. Experience in planning and setting up complex spreadsheets to manage large amounts of data.  **Experience of dealing with diverse stakeholder groups -** proven track record of working with a variety of stakeholder groups, including VIPs.  **Desirable:**  General knowledge of disability sport  A passion for sport |
| **BEHAVIOURAL COMPETENCIES AND QUALITIES**   * A proven track record of working independently and taking the initiative. * Meticulous attention to detail. * Ability to build strong professional relationships and work effectively within a team environment. * Committed, enthusiastic and motivated. * An awareness of VIP protocols. |

**VALUES:**

The British Paralympic Association is an organisation with unique responsibilities and roles. However, we will only achieve our ambitions by working with and through others, and by appreciation of where we fit within the wider sporting landscape.

This partnership working internally and externally is driven by three values highlighted in the BPA Strategic Plan for 2017/21 “Inspiring Excellence”. You will therefore adhere to:

***Excellence***– everything we do as the BPA should be of the highest possible standard, and reflective of an ambition to be world leading.  We are committed to a flexible, proactive, challenging approach to all activity – recognising how our own commitment to ‘being better’ can support the similar ambitions of our athletes and team;

***Honesty*** – we will ensure that all engagement and communication is fair, open and grounded in an appreciation of others and their views, seeking to set and manage expectations of ourselves and others to ensure consistency and transparency; and

***Trust*** - our interaction with each other with key partners and the wider community will be characterised by respect and will seek to engender a belief in the value, ethics and integrity of the BPA.

*This job description and person specification is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and may be amended from time to time in the light of the changing needs of the organisation through appropriate processes of consultation and the mutual agreement of both parties.*