

**Job Title**

Run Norwich Event Manager

Line Manager

Head of Marketing & Communications

Contract Length

Permanent or fixed set contractual hours

Salary

£22-25k subject to experience & incentives

Run Norwich

Run Norwich is an annual mass-participation 10k road race through the city centre, organised by Norwich City Community Sports Foundation (CSF) with the support of a Race Operations Board.

The inaugural event took place in 2015 and has grown each year; the 2018 race has a capacity of 7,000 entrants.

This year's event takes place on Sunday, 5th August 2018.

Race Operations Board

The board consists of representatives from CSF, The Forum, Norwich Business Improvement District, and Norwich City Council.

Run Norwich Event Manager - Job Overview

The Run Norwich Event Manager is responsible for delivering a safe, iconic, affordable mass-participation 10k running event.

The Event Manager must be able to work independently but also to liaise with other Foundation departments such as Marketing & Communications, Operations, Fundraising and Customer Services when needed.

Run Norwich Objectives

- To promote participation in sport, adopting a healthy lifestyle and improve well being
- To promote Norwich and Norfolk as a healthy and vibrant place to live and visit
- To promote Norwich as an accessible, easy to reach city
- Support local charities through fundraising and awareness of services and activities
- To raise Norwich's profile as a leading destination for high-profile sporting and cultural events
- To make a positive impact on the vitality of Norwich city centre
- To drive economic value and footfall to Norwich and its Businesses



Role specific responsibilities

- Work with the Run Norwich Safety Advisor to take responsibility for creating a safe event complying and exceeding all relevant licences and standards including managing all safety aspects
- Work closely with Norwich City Council and emergency services
- Alongside the Run Norwich Safety Advisor and Course Manager, refine the comprehensive schedule ensuring all key dates and tasks are managed and delivered effectively and efficiently
- Responsible for delivering and improving all Run Norwich events including training and the expo, and expanding the Run Norwich Portfolio.
- Oversee the Run Norwich budget, purchases and PO allocation
- Maintain and improve the Run Norwich operational manual alongside the safety plan
- Work closely with the key CSF departments, reviewing, improving and working to specific programmes and dates with various forms of communications to all participants and stakeholders
- Be responsible for devising and implementing event enhancements for runners, spectators, sponsors and volunteers
- Manage Run Norwich's charity commitments, ensuring maximum fundraising opportunities and awareness
- Appoint and manage external services and contractors
- Be responsible for the event entry process, working with website suppliers
- Alongside the Course Manager, coordinate all traffic management protocols
- Work with the Run Norwich Safety Advisor to coordinate and oversee event security
- Be responsible for all staff deployment, vehicle and equipment allocation
- Manage the volunteer recruitment, training and deployment process
- Be responsible for the delivery of all sponsor, partner and supporter activities, ensuring all contractual responsibilities are adhered to
- Be responsible for the course signage across the city - working with Norwich City Council.
- Coordinate the communication to local residents, businesses and parking permit holders along the race route that may be affected by the event.
- Working with external partners alongside the Community Partnership Manager
- Understand the health and safety implications of delivering a safe route for runners, pedestrians and volunteers
- Coordinate the event debrief

Generic CSF responsibilities

- Adhere to all policies and procedures within the CSF staff handbook including Safeguarding, Health and Safety, Behaviour Management, Equality and Diversity, Data Protection and Quality Assurance.
- To maintain a professional attitude and appearance at all times
- To report to Line Manager and attend CSF staff meetings when requested
- To support CSF in other areas, activities and departments as and when required
- Any other duties deemed necessary by the charity CEO / Run Norwich Board / Line Manager



Role Specific Skills and Attributes		
	Essential	Desirable
Qualification and / or experience in event management	✓	
A strong track record in managing outdoor events		✓
Relevant experience in project management including working to a budget	✓	
Proven track record of creating and managing partnerships	✓	
Excellent IT skills including Excel, Word and Powerpoint	✓	
Ability to manage large groups effectively and safely	✓	
Previous participation in running events		✓
Excellent knowledge of the local running community		✓
Ability to work to deadlines and meet targets	✓	
Able to produce accurate written work and deliver presentations to large groups	✓	
Full UK Driving Licence	✓	
CSF Generic Skills and Attributes		
	Essential	Desirable
Excellent communication and interpersonal skills	✓	
Ability to work individually and as part of a team	✓	
Excellent organisational skills	✓	
Attention to detail	✓	
Willingness to work unsocial hours, including evenings and weekends.	✓	
A drive to help people achieve their goals through sport.	✓	



Application process

All applications must be submitted through the vacancies section of our website
www.communitysportsfoundation.org.uk/vacancies

Should you have any further questions or queries at this stage please direct them to
csfreruitment@canaries.co.uk

Closing date for applications

5pm on Wednesday 21st March 2018

Interview panel

The interview panel is made up from Race Operations Board members:

Fiona Roberts - Run Norwich Safety Advisor
Daniel Wynne - CSF Head of Marketing and Communications
Tim Bishop - The Forum Chief Executive

All candidates invited back for the interview stage will be informed by email or phone

Please be aware, any offer of work will be subject to a fully completed enhanced DBS disclosure.