**Job Description and Person Specification**

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| **Job title** | Events and Partnerships Manager  |
| **Reports to** | Chief Executive Officer |

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| **Job purpose(s)** |
| * To support delivery of The FA Grassroots Football Strategy and the North Riding FA Business Strategy.
* To Identify new, and maximise existing, corporate sponsorship and partnership opportunities to generate additional revenue for reinvestment back into grassroots football.
* To lead the delivery of all North Riding FA events, including County Cup Finals.
* To contribute to the effective implementation of The FA’s Safeguarding Operating Standard for County FAs.
* To support the adoption of FA technology systems across grassroots football.
* To comply with FA rules, regulations, policies, procedures and guidance that are in place from time to time.
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| **Direct reports** | N/A |

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| **Location** | North Riding FA, Broughton Road, Stokesley, Middlesbrough, TS9 5NY and occasional additional travel to other locations or overnight stays. |
| **Working hours** | 40 hours per week with occasional evening and weekend when required. |
| **Contract type**  | Two Year Fixed Term |

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| **Responsibilities** |
| **Events*** Manage a programme of public events including County Cup Finals and the North Riding FA Grassroots Awards.
* Deliver events that will generate income to be redistributed for the benefit of grassroots football across North Riding.
* Produce detailed proposals for events (including timelines, venues, suppliers, legal obligations, staffing and budgets)
* Research venues, suppliers and contractors, then negotiate prices and hire.
* Manage and coordinate all event logistics (for example, venue, catering, travel).
* Ensure that insurance, legal, health and safety obligations are followed.
* Attend events as required by the needs of the business.
* Work with our media partners to ensure that the North Riding FA website and social media channels effectively promote all events.
* Develop links within the local media to ensure that there is regular coverage of North Riding FA events.
* Produce post-event evaluation to inform future events
* Research opportunities for new clients and events.

**Partnerships*** Agree commercial partnership agreements with organisations, whilst ensuring that such agreements do not conflict with central FA partnerships.
* Ensure formal contracts are in place with all partners, whether commercial or non-commercial.
* Manage new and existing commercial partnerships to ensure that mutual expectations are delivered.
* Ensure renewal negotiations are started well in advance of all agreements’ expiry dates.
* Use all reasonable endeavours to assist The FA in delivering its commercial partner programme in accordance with the reasonable instructions issued by The FA.

**General*** Listen to and consult with under-18s on their experiences of grassroots football as part of North Riding FA’s youth engagement strategy.
* Utilise the feedback from under-18s and adults at risk to enhance the experience and fun and safety in grassroots football.
* Ensure the Association promotes safeguarding through its communication channels, signposting policy, procedures, advice, guidance, and information for youth and open-age adult grassroots football with 16/17-year-olds and disability football.
* Manage customer excellence programmes.
* Provide the highest level of customer excellence to support volunteers across all FA Technology systems (FA Events, Whole Game System, Matchday app and Full-Time).
* Use national and local customer insight to drive delivery of the North Riding FA Business Strategy.
* Contribute to ensuring that safeguarding and equality are embedded throughout North Riding FA and grassroots football.
* Execute tasks as required to meet the Association’s changing priorities.
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| **Person specification** |
| **Qualifications** |
| **Essential** * A degree level qualification or two years’ events and/or business development experience.
 | **Desirable** * A business development, events or related qualification.
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| **Skills** |
| **Essential*** Strategic thinking and planning skills.
* Event Management skills.
* Self-motivated with excellent leadership skills and ability to build trust-based relationships.
* Excellent internal and external stakeholder relations and customer service skills.
* Ability to work strategically with partner organisations across different sectors to plan and deliver football programmes.
* Project management skills and experience – to plan, set and achieve objectives within deadlines.
* Ability to coach, develop and manage the performance of staff.
* Exceptional communication, interpersonal and influencing skills.
* Effective creative writing and presentation skills.
* Effective prioritisation and time management skills.
* Excellent IT skills, including the use of Microsoft Office applications.
* Excellent problem-solving and decision-making skills.
* Budget management skills.
* Ability to use data to monitor and evaluate programmes.
 | **Desirable** |
| **Knowledge and experience**  |
| **Essential*** Track record of securing sponsorship for organisations
* Organising fundraising events
* Practical experience of delivering high profile events.
* Experience of project management.
* Knowledge of how the North Riding FA operates in partnership with The FA.
* Knowledge of and commitment to equality, diversity and inclusion.
* Knowledge of The FA’s Safeguarding Operating Standard.
* Experience of monitoring and evaluation of programmes.
* Knowledge of good people management practice.
 | **Desirable** * Knowledge and understanding of The FA’s Grassroots Football Strategy and how the North Riding FA Business Strategy supports its delivery.
* Knowledge and understanding of working with volunteers.
* Existing contacts within the local / regional business community.
* Existing contacts within the local / regional public & charity sectors
* Existing contacts within local / regional media.
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| **Enhanced DBS Check required?** | YES |
| **Clean, full driving licence?** | YES |

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| **The job holder will be expected to understand and work in accordance with the values and behaviours described below** |
| **FA value** | **Behaviours** |
| **PASSION** | * Love the game, be proud of what we do and have a sense of purpose.
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| **EXCELLENCE** | * Provide and promote the highest standards
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| **MAKING A DIFFERENCE** | * Create and provide opportunities to make football better.
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| **ACCOUNTABILITY** | * Take responsibility for our actions and always aim to act in the best interests of football.
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| **COMMUNITY** | * Be inclusive and provide opportunities FOR ALL
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| **Job description reviewed and modified by:** | Steven Wade, CEO |
| **Date job description reviewed and modified:** | 26th May 2022 |
| **Job description authorisedby:** | Barry Casterton, Chair |

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| **Signed by job holder (on appointment):**  |  |
| **Date signed:** |  |

One copy to be retained by the job holder, one signed copy to be stored confidentially by the employer.