**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. | |
| **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. |
| **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. |
| **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. |
| **EXCELLENCE** | * Provide and promote the highest standards |
| **MAKING A DIFFERENCE** | * Create and provide opportunities to make football better. |
| **ACCOUNTABILITY** | * Take responsibility for our actions and always aim to act in the best interests of football. |
| **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.