

RunDerby

EVENT CO-ORDINATOR

Contract: Average <1 day/week for 10 months (annual review for renewal)

Contract fee: starting £1,800, depending on experience

Location: Derby, although role predominantly working from home

This is an exciting and unique opportunity to be part of the passionate RunDerby team and to play an important role supporting the Race Director to successfully deliver three of the largest running events in the region; the Wilne 10k, Carsington 7+ and Derby's biggest endurance event, the Derby 10 Mile.

The role offers a variety of experiences from the excitement of race day and watching thousands of runners gather and take part, to independent work on promotional campaigns to secure entries. A strong commitment is required for making every runner as happy as possible.

Personal skills for the role will include a confident, outgoing manner with the ability to learn and develop systems to provide effective, efficient planning and co-ordination support. Candidates must possess strong organisational capability, be numerate, self-motivated, conscientious, able to work as part of a team but also possess the ability to work under their own initiative and react under pressure. Excellent communication skills and written English are essential along with proven customer service skills as well as enthusiasm and commitment to driving running events forward. Good I.T. skills are key requirement, together with the ability to work within tight deadlines, strong attention to detail and accuracy with a passion for event management and/or running.

This role requires flexibility at certain times of the year, including in the build up to the 3 event weekends. In return, we offer flexible working arrangements. The successful candidate must be available to work 'above and beyond' in the lead up to the event and on event weekend in this demanding role.

This role has the potential for further development with higher responsibilities and an increase in working time.

Interested individuals should complete the application form found here <https://www.runderby.co.uk/we-are-recruiting/> and return to kay.smith@derby10.co.uk with a covering letter stating why they should be considered for the position and how they meet the Contract Description.

CLOSING DATE: 12 NOON, WEDNESDAY 18TH JANUARY 2023

INTERVIEW DATE: FRIDAY 20TH JANUARY 2023