

RunDerby

CONTRACT DESCRIPTION – EVENT CO-ORDINATOR

Contract Title	Event Co-ordinator
Reporting to	Race Director
Location	Derby with some travel around the local area, although the role is predominantly working from home.
Term of Contract	1 st February 2023 to 30 th November 2023 (annual review for renewal)
Time Commitment	On average just less than one day/week (more required in May, September and November, less out of season).

Overall Purpose of the Job

To provide organisational and administration support and responsible for the marketing and promotion of RunDerby events. To complete key activities on a flexible working basis, except when required on the event weekends.

Key Activities

- Manage the event/business administration and act as point of contact for the business as and when required.
- Place orders with suppliers as and when necessary.
- Liaise with stakeholders when required including but not exclusive to sponsors and partners, charities, and event leaders.
- Develop, manage and co-ordinate the arrangements in the Race Village including delivery of infrastructure and overnight security. Under guidance, obtain public liabilities, risk assessments and licences where necessary.
- Lead and provide information and resources for the commentator for event day.
- Co-ordinate the organisation and prizes of the presentations on event day, including the communication and arrangement of stakeholders presenting.
- Co-ordinate the entertainment on both the course and event site at the events.
- Liaise with the official charity to encourage fundraising, promotion of the charity and arrangements on the event days.
- Arrange business/resident communications/letters.
- Support the Race Director with advanced warning notices on the course.
- When possible, arrange collection and return of keys and resources such as radios.

Marketing/Promotion

- Plan and lead on the marketing and promotion of the events.
- Produce marketing material and liaising with sponsors, partners and charities to incorporate relevant branding.
- Responsible for sourcing, writing content and sending event newsletters.
- Manage the social media sites, including Twitter, Facebook and Instagram.
- Contribute to content on the event websites.
- Highlight potential PR/media stories and liaise with the media, charities and entrants to manage the full process including writing press releases where required.
- Produce marketing reviews for the Race Director when required.
- Lead and manage on capturing the event weekend with content for the website and social media, as well as for future promotional use.

RunDerby

- Respond, on an as needed basis, to queries on social media and communicate relevant activity to the team when necessary.

IT & Entries

- Respond, on an as needed basis, to non-entry related queries.
- Regularly update the content of the website including prompt upload of results, photos and content after the event.
- Ensure the file server remains secure and organised at all times.

General Responsibilities

- Comply with all health and safety and data protection policies and legislation in the performance of the duties of this post.
- Comply with all of RunDerby and associated event policies and procedures.
- Support the Race Director and carry out any other reasonable duties within the overall function commensurate with the level of responsibility of the post.