

**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](http://www.communitysportsfoundation.org.uk/vacancies)

Should you have any further questions or queries at this stage please direct them to  
[csfreruitment@canaries.co.uk](mailto: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.***