



EVENT MANAGER

Reports to: OSS Managing Director	Direct and Indirect Reports: Freelance Event Consultants, Suppliers, Volunteers, Executive Assistant
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Job Purpose

The Outdoor Swimming Society (OSS) is the world's biggest collective of outdoor swimmers, a community of 70,000 independent spirits who share the joy and adventure of swimming outdoors. Much of the community is run by volunteers, but, it is financially underpinned by an event programme.

The OSS is currently associated with three of the most iconic open water swim events in the UK: the Bantham Swoosh, the Hurly Burly and the Dart10k - the London Marathon of swimming.

The OSS Event Manager is in charge of all aspects of running OSS events including planning, managing and delivering all three events, putting a new event on the calendar for 2019, and growing the business longer term. Events must be run within the spirit and style of the overall OSS mission: delivering unique, community reinforcing swims known for their warmth, flair and good times.

Duties and Responsibilities

- Responsibility for the production and delivery of each event from concept through to ticket sales, site planning, on site delivery and post event analysis across all areas.
- Budget forecasting, tracking and management for complex event budgets, with overall budgetary responsibility for revenues and costs, working to targets and maximising cost saving
- Maintaining, establishing and developing stakeholder, sponsor, partner and supplier relationships pre, during and post event to ensure the relationship is maximised and contractual obligations are met.
- Contract negotiation and delivery for all suppliers, stakeholders, sponsors and partners
- Operational contractor management for contractors including marquees, catering, entertainment, waste, toilets, event water safety, traffic management and authority liaison. Ensuring regulatory compliance of all areas and that all documentation is received and up to date.
- Fast and efficient sourcing of all event supplies with an eye to style, sustainability and cost (e.g. festival flags, jelly babies, timing chips, ecologically friendly water bottles, participant freebies and niceties).

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- Event planning: create and implement event planning process and tools to ensure quality, operational efficiency, professionalism and good communication in all areas, including across the OSS volunteer and staff team.
- Production of Event Management Plans, Risk Assessments, Site Plans, Timing Plans and Volunteer Briefs.
- Working in a small team with the OSS Managing Director and OSS Executive Assistant year round with good communication and shared work goals to provide events that deliver more than people are expecting (including the staff).
- Managing small event teams and larger volunteer teams in the delivery of each event: the current events of have 800-1600 participants (limited by site) and up to 2000 spectators, with 3-4 weekend site managers, 60-140 volunteers, 100 lifeguards and 120 external suppliers.
- Developing a strategy for growth with the OSS Managing Director, bringing new events to the OSS from concept and contract negotiation to delivery.
- Day to day leadership of the event programme, including website, social media and reactive PR.
- Provide safe, inspiring and enjoyable event experience for participants and event partners.
- Understand and manage practical water safety issues.
- Creation and copywriting of all communications with swimmers, press and marketing, including copy on OSS website and emails, briefing this to PR and casual promotions (bloggers etc).
- Form and run reciprocal partnerships with local groups, businesses and charities that the swim can benefit (and who benefit the swim).
- Keen eye on the OSS brand - able to form and maintain relationships and make aesthetic choices within the look and feel of the OSS.
- Liaising with local councils, venues and other suppliers so that all elements for an event are properly booked, organised and accounted for.
- Leads continuous improvement, identifying and prioritising opportunities to develop the event proposition which embraces new trends, keep the format fresh and drives new interest.
- Responsible for all admin associated with events, including tickets and event queries (managing the executive assistant who handles these directly, and co-curating FAQs and social media groups)
- Responsible for all compliance, applications and notifications meeting regulatory and local requirements for events.
- To proactively anticipate and “seek trouble” to find and deal with problems early on.

Qualifications, Experience, Abilities & Skills

Essential

- Strong professional experience in event management including mass participation and multi-site events
- Determination to ensure successful events, with a willingness to undertake a wide range of tasks to this end and a high level of commitment and dedication
- Able to work alone during planning phases, and manage complex teams during delivery
- Flexible working at weekends and evenings (on and around events)

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- Rational, innovative thinker able to solve problems
- Strong planning capacity with ability to own multiple projects and keep on schedule
- History of managing projects on your own and experience of working for yourself or in a small team.
- Ability to attend to detail while considering the 'big picture', pro-active and strong initiative
- Friendly, personable and professional: interested in people and what they bring to events (be they swimmers, graphic designers, water safety, volunteers or a local councillor). Can hold multiple points of view in mind to create best event plan
- Working knowledge of IT systems and software
- Full clean UK driving licence, higher level driving qualifications would be an advantage (C+E+Driver CPC et.c), as would confidence driving large vans in narrow country lanes
- Excellent oral and written communication skills.
- Excellent budget management
- Excellent sourcing skills
- Positive, calm, solution orientated
- Ability to work well under pressure, including sustaining physical energy over busy event weekends
- Experience managing people and complex teams.

Desirable

- High standard of academic performance at degree level
- Highly capable in following systems: Wordpress, Excel, Basecamp, Woocommerce, Google Drive
- Outdoors person: able to plan around weather and tides
- Practical kit management: experiencing packing, sorting, maintaining and using event kit. Able to solve practical issues from transporting hot tubs to tethering event shelters in high winds

What you should know about the job

You will need to be confident, resilient, flexible and friendly with a high level of commitment and dedication, and able to travel to remote event sites and stay away from home over event weekends.

You will need to be ambitious to grow the OSS event programme, helping to identify and implement successful new ideas. This should be viewed as a long term career move: the Managing Director is looking for someone to grow this role and the team over the next few years, and the complexity of the events means year-on-year experience is highly beneficial to everyone involved. The OSS year runs from November to mid-October and part of the salary package will be Performance Related Pay, payable when all events are wrapped up and delivered in 2019 (mid October). Event season is July-mid October.

Confidence in decision making and creative problem solving is essential, with the ability to be positive, calm and solution orientated.

OSS Events are physical and demanding environments, outdoors and in all conditions. The job can be challenging, complex and includes working with a mixture of paid and voluntary staff.



Hours and Location

Permanent contract, four days a week, with pension and holiday. OSS HQ is in Chilcompton, Somerset, with the event manager required to work in a shared office at least 2 days a week, with some home working possible. Travel required between and during events to sites. Competitive salary.

Applications

Applications are sought by midnight, Sunday 9th December. See [application form](#).