

Boxing Road to Tokyo – European Qualifier

Role Description - EVENT DIRECTOR

GB Boxing manages and delivers the World Class Performance Programme for boxing, working in partnership with the home nation boxing governing bodies. We are seeking to recruit an Event Director for the 2020 Boxing Road to Tokyo – European Qualifier in London's Copper Box Arena.

In March 2020, 450 of Europe's top boxers from 45 nations will battle it out across 11 days of competition to secure their countries places in the Tokyo 2020 Olympic Games. This tournament is one of 4 continental qualifiers taking place early 2020, with a final World qualification tournament taking place in Tokyo ahead of the games.

GB Boxing are working in partnership with UK Sport, the BOA, the GLA, the IOC and other key stakeholders to bring this tournament to life, to provide boxers with the best possible competition environment in which to compete, and delivery a truly inspirational spectator experience.

The tournament presents significant scale and complexity and will be amongst the largest international boxing tournaments to be hosted both globally and in the UK in recent years. A Stakeholder Board has been established to oversee the safe and successful staging of the event. A Local Organising Committee is being appointed to oversee the detailed planning and delivery of the events, reporting into the Stakeholder Board through the Event Director. In addition, a Safety Advisory Group will be convened to oversee all safety elements of the events.

This is a fantastic opportunity to be involved with an Olympic sport at a critical point leading into the Olympic Games of 2020 and to shape and deliver a unique and prestigious, world class event.

We are looking for a dynamic Event Director who will build and lead an effective and enthusiastic team responsible for the delivery of this world class event. Experience in the following areas is essential:

- Delivering a successful significant (e.g. World or European) major sporting event. Experience of organising Boxing Tournaments is preferable but not essential.
- Strong event and project management including experience of indoor venues and temporary build projects for a major event.
- Budget management and the relevant reporting requirements associated with a major event or project with budgets in excess of £2m.
- Risk management including a knowledge of Health and Safety policies for Sporting Events and Child Protection and Safeguarding principles.
- Experience and understanding of high-performance sport.
- Working with a number and variety of contractors.
- Delivering a project or major event with several stakeholders.
- Providing regular written reports to stakeholders
- Understanding of volunteers within sports events.

- Managing the implementation of commercial and marketing plans within the context of an event or project
- Proven ability to engage with partners and able to work with and manage a variety of people at all levels
- Experience of leading teams consisting of paid employees, contractors and volunteers.

The Event Director will be responsible for the operational delivery of the event including the management of contractors and stakeholder relationships, and act as the chair of the Local Organising Committee. The role involves working closely within the organising framework and will report to the Chair of the Stakeholder Group. They will establish the administrative framework and the delivery plan including the project timeline for the organisation of the Tournament. The successful candidate will be able to demonstrate these personal qualities and key skills:

- Good team player able to work for periods without direct supervision.
- Goal oriented, highly motivated, able to use initiative
- Able to evaluate situations and react accordingly
- Good negotiation skills
- Able to prioritise and be calm under pressure
- Appreciative of the requirements of key stakeholders
- Excellent attention to detail
- Outstanding verbal and written communication skills
- Personable, able to meet and work with people at all levels
- High standards of discretion and integrity
- Proficient and comfortable with IT and proactive with the use of technology

The base location of the successful candidate is flexible but there will be a requirement to be based in or around London at an agreed point prior to and during the Championships. Office space can be made available either in Sheffield or London as required.

This will be a fixed term self-employed/contract role starting around September 2019 with completion around April 2020. Hours will be discussed with the successful candidate.

The total amount for the contract will be £30,000.

To apply for this role please send a CV and covering letter detailing your suitability, the time available that you propose to commit to the role and any other projects you may be working on at the same time.

Applications should be sent to: hr@gbboxing.org.uk
For informal enquiries please contact [John Muddeman](#), UK Sport.

Closing date: Noon, 18th September 2019
Interviews to take place week commencing 23rd September 2019

GB Boxing welcomes applications from individuals or companies with the relevant experience.

Note: This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of the organisation.