

BOXING ROAD TO TOKYO – EUROPEAN QUALIFIER

ROLE DESCRIPTION - VENUE OPERATIONS MANAGEMENT

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 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.

Tournament overview

Competition Dates:	14 th – 24 th March 2020 (11 days)
Total event period:	10 th March – 25 th March 2020
Draw:	11 th March 2020
Venue:	Copper Box Arena, London
Number of boxers:	400-450 total
Number of support staff:	300
Number of nations:	45
Forecast spectator numbers:	5500 (500 avg per day)

Role Specification

Title/Role: Venue Operations Management

Location: Events held at Copper Box Arena, London. Planning meetings primarily to be held in London as required.

Commitment and Term: October 2019 – April 2020, number of days to be agreed

Rate: At an agreed fixed project rate.

LOC Meeting Frequency: Bi-monthly throughout the build up to the events with the possibility of monthly in the final quarter prior to the event.

Responsible to: The successful individual/organisation will report to and be accountable to the Event Director.

Venues Operation Management will be part of the LOC which will be accountable through the Event Director to the Stakeholder Board. Venues Operation Management will be required to report to the LOC and on occasions the Stakeholder Board on delivery progress, budget and risks.

The contract will be tendered and managed by the GB Boxing.

The event budgets will be held and managed by GB Boxing. Venues Operation Management will be responsible for managing the agreed budget lines/areas including budget monitoring, compliance and reporting.

Outline:

The main responsibility and focus within this contract is to plan, organise, facilitate and deliver the venue preparation, arena construction, temporary services provision and venue operations for a successful event. The primary venue will be the Copper Box Arena London set in the Queen Elizabeth Olympic Park, with the potential for secondary venues to host the tournament draw.

The delivery of this event will be multi agency and multi partnership in scope.

Overall Responsibilities:

- Full pre-event planning including project planning, site design, tender specification preparation and completion of event and health and safety documentation
- Delivery of the event to an exceptional standard
- Leadership and co-ordination of key functional areas
- Delivery of event overlay and infrastructure
- Management of suppliers and contractors
- Integration with LOC members to ensure a collaborative and collective approach to planning and delivery

Main Duties and Key Responsibilities

- Lead the venue, infrastructure and temporary services planning, organising, delivery and administration of the tournament liaising with relevant functional areas and contractors to work together to deliver a world class event.
- To play a key part in the decision-making process of the LOC and establishment of collaborative approach to work.
- To maintain positive relationships with major event stakeholders.
- To produce reports to the LOC and where required the Stakeholder Board and other approved stakeholders as and when required, provide on-going liaison and reporting to the GB Boxing management in relation to the event and its delivery.
- Work with the Event Director to ensure the production and implementation of a time line and project plan in relation to the delivery of the venue operations and leading to a successful delivery of the events and their objectives.
- Ensuring the production of, and adherence to, detailed budget plans for responsible areas of work.
- Lead on the preparation of tender documentation and appointment of key suppliers within the guidelines laid out in the GB Boxing procurement policies and procedures.
- Creating and maintaining links with key external partners to ensure the delivery of the events, including the Local Authority Safety Advisory Group.
- Management of specialist agencies and suppliers, including but not limited to infrastructure, security, traffic management, onsite catering, health & safety, first aid, venue dressing and spectator services.
- Developing a safety and security plan with the relevant agencies and contractors, to include accreditation planning. *
- Production of event safety plans, management of risk assessments and input into contingency plans.*
- Ensuring compliance with the requirements of regulatory and legislative requirements in the delivery of the event.

**Budget to appoint a Health & Safety contractor is provided*

Key Result Areas

- In liaison with the Event Director and other stakeholders develop and deliver plans, targets, budgets and standards that support the delivery of an exemplary events.
- Plan, with the lead member of each functional area, infrastructure and support services within defined areas and ensure high delivery standards are reached.
- Works within the GB Boxing financial controls and identify budget saving opportunities and income generation opportunities where appropriate.
- Ensure appropriate contracts and controls are in place to regulate all activities within agreed policies.
- In liaison with the Event Director monitoring and presentation of event risks including operation and financial.

Key Relationships:

- Stakeholder Board Members
- Event Director
- Local Organising Committee
- Venue & Park owners
- Safety Advisory Group
- Host Local Authorities
- IOC Boxing Management Team

Key Requirements:

Skills Required

- Strong administrative and project management track record
- Strong and evident track record in event delivery for a major event
- Proven experience of setting, monitoring and working within budgets
- Proven knowledge of detailed planning and proven ability to work to deadlines
- Experience of leading teams consisting of paid employees and volunteers
- Able to prioritise and remain calm under pressure and problem solve
- Good attention to detail and presentation skills
- High level expertise in administration, including proven financial track record
- Proficient and comfortable in using IT
- Strong verbal and written communication skills

Experience - Essential

- Previous experience of leading and organising major sporting competitions and events
- Previous experience of delivering event overlay for indoor events
- Experience of managing multiple functional areas including; administration, security, traffic, branding, catering, cleaning, waste, health and safety, protocol, medical, spectator services, venue, and contractor management
- Previous experience of working with an NGB and volunteer led LOC
- Previous experience of European and World level events
- Previous experience of tendering for and managing external suppliers
- Previous experience of managing spectator services

Experience - Desirable

- Experience of delivering major boxing events
- Experience of delivering major events in the venue and/or the park

Qualities

- Highly motivated, able to use initiative
- Good negotiator
- Able to work for long periods alone and with minimal supervision
- Goal orientated, able to evaluate

- Personable, able to meet and work with people at all levels
- High standard of integrity
- Respectful of stakeholder's views and opinions
- Discrete and trustworthy

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.

4. Appointment Process

The Timetable

This document has been issued on **20th August 2019**

Applications should be submitted by email by **Noon, 19th September 2019**

Short listing will take place week commencing **20th September 2019**

Anticipated interview dates are week commencing **30th September 2019**

It is anticipated that the contract will be awarded in Early October.

The Submission

Applications should include (but not limited to);

- A statement presenting the company/individual, including lead contacts for this project
- Evidence of relevant company experience and the experience of the individuals who will be working on this project
- Details of the resource you will commit to this project and how you plan to manage this event alongside any other commitments
- The fee & proposed number of working days being offered in return for the opportunity. Include any additional costs you might expect the event budget to cover.
- 2 x recent references

The applications will be assessed against these same factors.

Applications should be sent to: hr@gbboxing.org.uk

For informal enquiries please contact [John Muddeman](#), UK Sport.

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