

UKU Events Management Recruitment

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Introduction

UK Ultimate is creating a new staff position to support planning and organisation of UKU and international Ultimate events in the UK.

In November 2021, our previous Events Manager, Meg Price, took an exciting opportunity to work at the Commonwealth Games in Birmingham. Given the impact of the pandemic, we decided to delay replacing Meg until we had better visibility that the numbers of players, and potential income for the organisation, were recovering towards 2019 levels.

During the last two months, UKU has also taken the opportunity to step in as a backup host for WFDF 2023 World Under 24 Ultimate Championships (1-8 July 2023). The event will be held in Nottingham. We are in active discussions to bid for another WFDF event in 2024, and aim to set up capacity to bid for and host major international tournaments on a regular basis.

We are now recruiting for a new member of staff to help us deliver the domestic events programme, and WU24s. Please see the role description for Events Coordinator below. There is no fixed start date, but the sooner the better!

We have some flexibility in how we structure the work within our team, and will alternatively consider applications for a Major Events Manager, taking full responsibility for delivering WU24s immediately. Please see additional information below.

UKU Events Coordinator

Role Description

Primary responsibility: Coordination and delivery of UK Ultimate events.

Reporting to: CEO

Salary: £21.5k-£24.5k depending on location and skills/experience.

Time commitment: We are planning a full-time position, but have some flexibility. The role involves working at some events that take place over a weekend. We operate a flexible “time off in lieu” approach to the event days worked on weekends.

Location: Working from home. There will be a requirement to attend some events throughout the year, but we have been developing our processes for working with local organisers, and there is flexibility in this respect.

For our domestic competitions calendar, the role description is split into three sections: Planning, Organisation and Delivery (see below) - for which we have many pre-existing relationships and well-defined processes. During the last year we have distributed the event coordination activities between the existing staff team. We plan to continue this approach, so the new Events Coordinator will certainly not have to take over all of these activities for all of our events.

UKU Events

1. Planning

- Financial plan for each event.
- Secure venues and other suppliers (catering, marquees, security, etc)
- Recruiting Local Organising Committee (LOC) – generally a local ultimate club that can support the event delivery.
- Communication and promotion on dates and locations to playing community and other interested groups.

2. Organisation

- Market event and manage registration
- Pre-event communication with teams and spectators
- Detailed planning with venue – fields layout, parking, camping, suppliers, security, etc.
- Medical, first-aid and safety planning
- Coordinate format, seeding and scheduling, working with the relevant Competition Committee and Scheduling Group
- Trophies, prizes, medals
- Recruit volunteers if required
- Ensure all equipment is available (scoreboards, radios, etc)

- Plans for results coordination: collection, reporting, etc.

3. Delivery

In general, we aim to work with other people (clubs and individuals) to handle the delivery of most of the events. In a subset of cases, the Event Coordinator is directly responsible on-site.

In either case the main responsibilities of the delivery phase are outlined below:

- Coordination of responsibilities and delegation with other staff and volunteers
- Site setup and take-down
- Pre-competition venue-check – primarily for safety – but also other potential issues
- Ensure medical team and safety plans in place
- Coordinate all other 3rd-party suppliers
- Manage captain's meeting or similar process
- Ensure competition runs to schedule and determine what action is required if not
- Manage results-collection and reporting – including sotg, and including timely publishing of final results
- Plan and implement awards ceremony if appropriate
- Ensure venue is left extremely tidy
- Ensure all UKU equipment is safely collected and stored or transported to next event location
- Accept lost-property and implement an efficient plan for attempting to return items to owners.

International Events (World Under 24 Ultimate Championships)

You will be closely involved with planning and delivery of WU24s in July 2023, with the UKU CEO Si Hill working as the Event Director. Our goal is that you will gain experience with delivery of major international events such that you are able to take increasing responsibility for such events in the future.

Other Comments

We are looking for a candidate that has some experience of event management and/or organising Ultimate events. It would be useful, but not essential, to be familiar with the structure of our calendar, competitions and typical set up of our events.

We are looking for an individual that enjoys event delivery, and is willing and able to work some weekends as the lead tournament director and/or alongside the rest of the team at the larger events. Realistically the role would ideally involve on-site delivery of 5-10 events per year, including international events that we may host.

You will need to be well-organised and self-motivated. The role involves working alone, dealing with multiple simultaneous projects. You need to be reasonably numerate and comfortable with spreadsheets and other remote-working tools (e.g. googledrive). You will be expected to get involved in other aspects of UKU's work from time to time – but the focus will be on the events-programme.

Application Process

Please send a covering letter and CV to Si Hill (si.hill@ukultimate.com) by Monday 12th December. The selection process may vary depending on the number of applicants. UKU reserves the right to extend the deadline. Please also note the comments below regarding a Major Events Manager role, which may mean that we do not hire an Events Coordinator.

Major Events Manager

As noted above, we have some flexibility in how we structure the work within our team over the coming year, and will also consider applications from candidates with appropriate experience to take responsibility for delivering WU24s and future international events.

We are open to receiving applications for either

- A temporary post to 31st July 2023 solely to oversee the delivery of WU24s, or
- A permanent Major Events Manager to lead WU24s, bid for and enhance our capacity to host future international events, and support the ongoing development and delivery of the domestic competition programme.

Reporting to: CEO

Salary: Negotiable depending on experience (*)

Time Commitment: We are planning full-time, but can be flexible.

Location: Working from home. You will need to be based at the WU24 event location approx. 19th June - 12th July.

(*) Please note that UKU is quite constrained in this respect. If you have the experience to do this, it is likely you could be paid more elsewhere. But, amongst a number of great reasons to work for UKU, at least you won't have to explain what ultimate frisbee is to your work colleagues!

Application Process

Please send a covering letter and CV to Si Hill (si.hill@ukultimate.com) by Monday 12th December. We have left the role description and parameters deliberately open-ended because one of the key benefits we can offer is flexibility for the right candidate. Please use the covering letter to clarify whether you are applying for a short-term or permanent role, and to let us know if you'd like to discuss something different to a full-time employed position. If you would like to discuss your situation ahead of applying, please get in touch.

The selection process may vary depending on the number of applicants. UKU reserves the right to extend the deadline.