



Job Description

Position:	Event Operations Co-ordinator
Department:	Operations
Accountable to:	Operations Manager
Salary:	£27,500-£32,500
Contract type:	Permanent, Full-Time
Location:	Based at Sophia Gardens with travel to out grounds when necessary

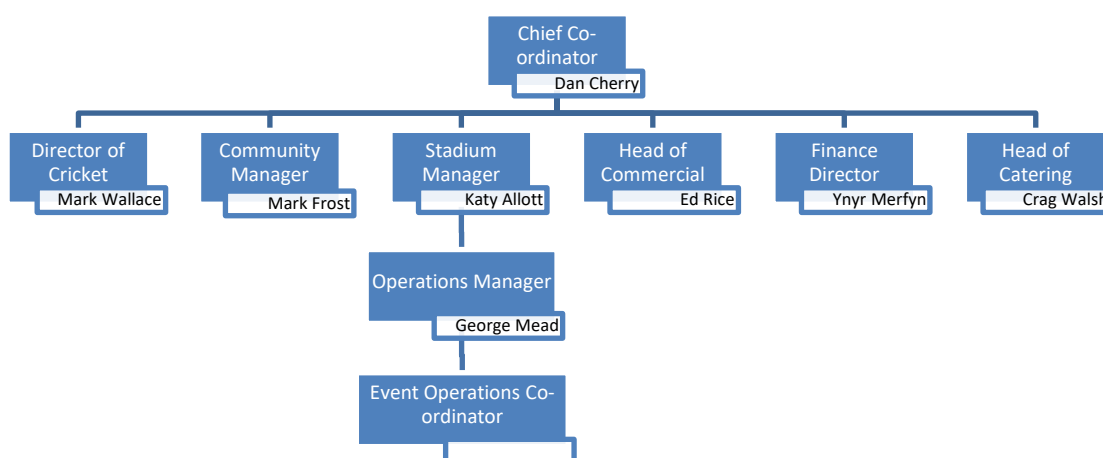
1. Job Summary

The Event Operations Co-ordinator is responsible for assisting with all operational aspects of Sophia Gardens Cardiff to ensure a safe, secure, and efficient environment for all day-to-day operations, match day operations and major events.

The post holder will be responsible for assisting with the management of a number of operational areas and will assist the Operations team to coordinate event planning with other departments and stakeholders so that Glamorgan Cricket delivers all events to the highest possible standards.

The post holder may be required to travel to home matches held at Glamorgan 'out-grounds' to assist with the management of match day operations.

2. Organisation Chart



3. Key Responsibilities

- Be responsible for the management of match day activation.
- Coordinate all match day activation administration, including health & safety documentation.
- Coordinate the match day activation budget.
- Assist with maintenance and facilities projects at the stadium where required.
- Act as an Event Lead for specific events.
- Assist with the planning of all major events held at the Stadium, including Domestic Matches, International Matches and Concerts.
- Assist with the management of match day operations at Glamorgan's out-of-ground matches.
- Assist with the organisation and prepare match day documentation, equipment, radios, uniforms, and accreditation.
- Liaise with contractors to ensure that all operational procedures are followed at all times.
- Be part of the Club's 'Green Team' sustainability working group.
- Liaise with the Conference and Events team to provide operational support to non-cricket events.
- Provide administrative support to the Operations Department.
- Ensure all systems and procedures are fully compliant with current Health and Safety Law.
- To carry out any other tasks deemed appropriate by the Stadium Manager or Operations Manager.

4. Nature and Scope of Job

A. Job Context:

The Event Operations Co-ordinator is charged with working closely with the Operations team to plan and deliver events to a world-class standard in a cost-effective way to ensure a safe and secure environment.

B. Working Relationships:

- CEO
- Senior Management Team
- Operations department staff
- Glamorgan staff, including stewards and other part-time staff
- ECB and ICC
- Suppliers and Contractors
- Sponsors and commercial partners
- Glamorgan Board and members
- General public

5. Knowledge, Skills and Experience

Essential:

- An understanding and operational experience of events, including Health and Safety management.
- Ability to motivate and influence individuals and teams.
- Resilience and energy to operate in a challenging and high-profile working environment.
- Proven ability to operate with professionalism and integrity in challenging situations.
- Exceptional planning, coordination and organisational skills.
- Self-motivated with the ability to work independently or as part of a team.
- Good interpersonal, written, and verbal communication and influencing skills.
- Self-contained operator with good computer/IT literacy.
- A good timekeeper willing to work long hours, weekends and bank holidays due to the nature of the job.
- Strong disciplinary skills.
- Keen interest in sustainability.
- Driver's Licence.

Desirable:

- Experience working within the Sports, Entertainment or Events industry.
- Experience of delivering activation elements of an event from concept through to post-event evaluation.
- Experience in facilities management.
- A nationally recognised qualification in Health and Safety management.

6. Personal Attributes

The Event Operations Co-ordinator will be a highly credible, determined, clear-thinking thinking and articulate individual with:

- A team player willing to share knowledge with other members of staff.
- High standards of personal and professional integrity.
- Huge levels of energy and enthusiasm.
- Openness and resilience, and willing to learn from others.
- Honesty, tact and a strong will to succeed.
- An appetite to constantly seek improvement in all aspects of their work.

This job description is only a summary of the role as it currently exists and is not exhaustive or comprehensive. The responsibilities and accountabilities might differ from those outlined, and other duties, as assigned, might be part of the job.