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European Canoe Slalom Championships

Nottingham May 28th – 31st May 2009

Project Manager - Venue

The first major international canoe slalom competition since the Beijing Olympics takes place in Nottingham at the end of May 2009. With the best canoeists in the world competing for medals, the Slalom European Championships will thrill and captivate. In canoe slalom, Europe is the strongest continent in the World and the most successful Olympians will be at Holme Pierrepont, Nottingham to start their journey on the road to London 2012.

The British Canoe Union as part of its management of the organisation of the event is looking to appoint a Project Manager to the Event Management Team to deliver certain aspects of the event including:

Venue Management Planning, Logistical Venue Planning, Venue Volunteer Management, Security, Car Parking, Entry and Exit Routes.

This is a great opportunity for someone to be involved in an exciting and prestigious event.

Person Specification

The person will work closely within the organising framework of the event and report to the Event Director. They will establish the administrative framework and delivery plan for the organisation of the European Canoe Slalom Championships to include production and implementation of a timeline and project plan

Essential Qualities

- Strong project management track record
- Good negotiator
- Highly motivated, able to use initiative
- Good team player able to work under direction
- Personable able to meet and work with people at all levels
- Able to prioritise and be calm under pressure
- Good attention to detail
- Strong verbal and written communication skills

“Helping & inspiring people to go canoeing”

British Canoe Union. Registered in England as a company limited by guarantee without a share capital. Reg No. 1525484
Registered office: 18 Market Place, Bingham, Nottingham, NG13 8AP

Essential Skills and Experience

- Previous experience of project management outdoor venues for major events
- Experience in delivering a significant major event
- Experience and understanding of sport
- Experience of working with a number of contractors
- Understanding of volunteers within sports events

Desirable Skills and Experience

- Proficient IT Skills
- Presentation Skills
- Clean Driving licence
- Marketing and Promotion experience
- Knowledge of Holme Pierrepont

Accountability

Responsibility to Event Director, European Canoe Slalom Championships, BCU

Role Specific Detail

○ Site Plan Management

Establish a site plan to successfully deliver the ECA Championships 2009 to include installation of temporary build facilities on site to deliver the event for both spectator and athlete requirements. To put into place procedures, action tracking and audit trails for venue plans. Exercise overall management control of the day to day activities on site during the event.

○ Contractor Management

Liaise with all contracted suppliers to the ECA in installing their services and installations on site. To include management of medical suppliers, and all infrastructure suppliers

○ Security

Establish a system of accreditation to allow entry and exit for accredited personnel efficiently.

Establish the security procedures for event campsite, car park and temporary build structure

Manage personnel rotas to cover all security aspects of the venue site

○ Volunteer Management

Liaise with the Event Director to ensure volunteer management plans are in place to facilitate all venue on site activities.

○ Safety Provision

Liaise with the Event Director to ensure all contractors have the necessary health and safety documentation.

Ensure the venue is health and safety compliant

○ **Public Access**

Establish a system of access for the public to access the venue including car parking provision, entry and exit point management, ticket and programme sales points

○ **Post Event**

To deliver a post event report for BCU and key event stakeholders.

Anticipated Commitment

Start Date – Approx. 1st March 2009

Role – 3 days per week until 14th May then full Time

Rate – To be negotiated as a daily rate

How to apply:

Email you CV and a covering letter to EuroSlalom09@bcu.org.uk

Closing date: 12th February 2009

Interview Date: 25th February 2009 – UK Sport Offices

For more information on the 2009 European Canoe Slalom Championships:

www.bcu.org.uk/09-slalom-europeans

