



Job Description

HEAD OF EVENTS

About Leicestershire County Cricket Club

Leicestershire County Cricket Club (LCCC) is one of eighteen first-class county clubs within the domestic cricket structure of England and Wales. It represents the historic county of Leicestershire as well as being representative of the county of Rutland. The Club's limited overs team is called the Leicestershire Foxes.

One of the Club's aims is to make its county ground the "premium Leicestershire outdoor venue" for concerts and first-class events, with the delivery of an ambitious events programme once the pandemic is behind us. It also wants to improve the way it manages staff, create a diversity action plan, and host regular members' forums. LCCC has a strong membership heritage and we are ambitious in our plans to increase our supporter base significantly over the next five years. With exciting expansion plans in place, this is a great but challenging time to join the Running Foxes.

Job Role: Events Manager

Reports to: Commercial Director

Job Profile: To work with marketing and ticketing and consumer sales colleagues to conduct the Club's events activities and to deliver exceptional customer service to the highest standards and in a cost-effective manner.

Weekly hours: A total of 35 hours per week, with flexibility over specific days worked and an emphasis on matchdays during the cricket season.

Location: Uptonsteel County Ground, Grace Road, Leicester, LE2 8AD

Main Duties:

1. Create and implement a Club events calendar, ensuring all events meet financial and logistics standards
2. Seek out and with meet concert promoters to assess viable options
3. To ensure feasibility and risk has been assessed, include the Health & Safety and Ground Manager in key deliberations with promoters
4. Ensure sales for all events meet agreed targets

5. Liaise with Conference and Banqueting team across all event requirements
6. Set out and present project feasibility options to the Commercial Director
7. Supported by the Commercial Director, negotiate the best possible deal for LCCC
8. Define the project scope and determine required resources, schedule and timescales, transportation plan, milestone deadlines and communication plan
9. Develop appropriate strategies on how to either avoid the risks or minimise their impact on the entire project
10. Develop a draft budget for sign-off that outlines the project P&L
11. Frequently review the budget plan and forecast so as to avoid any budget overruns
12. Monitor and manage risks throughout the project lifecycle and take corrective measures when and where required
13. Work with the operations team to assess and complete licensing documentation
14. Manage the partnership with the promoters, ensuring communication is regular and issues are dealt with

Person Specification

Qualifications:

The postholder will ideally have:

- Strong proven written and arithmetical skills – GCSE English and Maths Grades A to C preferred.

Training and Experience:

Essential:

- Understanding of the conference and events business, ideally with a minimum of two years' experience in the events industry.
- Experience of management of small and large projects or events.
- Ability to calculate profitability and margins on individual events.
- Strong influencing skills and previous sales and administration skills

Personal Attributes, Aptitudes and Abilities:

- Ability to communicate clearly and concisely both verbally and in writing.
- Strong customer services experience.
- A smart and professional appearance.
- Ability to work under pressure.
- Enjoy working within a fun, energetic and busy environment
- Ability to work flexible hours (outside of 9.00am to 5.00pm and during weekends on occasions)

To apply:

If you have the necessary skills and characteristics to meet the challenge, then please email your CV with a covering letter to Jacqui Dean, Administration and Governance Manager at jacquidean@leicestershireccc.co.uk

Closing Date for applications: 5.00pm on Friday 12th August 2022.

Interviews: Asap after closing date.

Leicestershire County Cricket Club reserves the right to bring forward the closing date dependent on the number of applicants.

We may not be able to reply to unsuccessful applicants due to the volume that is received. If you have not heard from us within four weeks of the closing date your application has been unsuccessful.

Equal Opportunities in Employment Policy Statement

Leicestershire County Cricket Club will ensure that all existing and potential employees receive equal consideration, and is committed to the elimination of unlawful or unfair discrimination on the grounds of gender, race, disability, colour, ethnic and national origin, nationality, sexuality, marital status, responsibility for dependents, religion, trade union activity and age.

It is the intention of Leicestershire County Cricket Club that its work force, at all levels, should reflect the composition of the city's population. To achieve this Leicestershire County Cricket Club will take active and positive steps to eliminate discrimination and to promote equality in employment.