

Working at BaseballSoftballUK

# ROLE PACK

## EVENT COORDINATOR

APRIL 2024



# INTRODUCTION

## WORKING AT BASEBALLSOFTBALLUK

**BaseballSoftballUK (BSUK) is seeking to appoint a Event Coordinator. As an event coordinator in the sports industry, you will create new events, plan, organise, and execute various sports and other business-related events, tournaments, and competitions. Working closely with event stakeholders, for example our federation partners, MLB, Spark, International event organisers, sponsors, vendors, and volunteers, to ensure the successful implementation of the event.**

Since 2000, BSUK has provided services to the sports' governing bodies with the aim of developing and increasing levels of participation, skill and achievement in UK baseball and softball. Established as a not-for-profit organisation, BSUK is committed to developing the reach and participation levels in baseball and softball.

There are currently around 20,000 participants playing organised baseball/softball in a thousand teams each year. The playing population is well represented by children, undergraduates, businesses, women and the LGBTQ+ community.

In August 2020, we launched a new four-year rolling strategy titled "Two Sports, One Ambition". The strategy identified four key priorities – increasing participation, developing talent, supporting the grassroots and improving the financial sustainability of the sports and of the organisation. Our ambition is for baseball/softball is to be played in more places, by more people.

When you join BSUK, it is not just another job. You will work in a progressive development and performance agency, looking to make lasting and meaningful impact on people's lives through baseball and softball. We pride ourselves on being outspoken in our words and deeds on the place of women and girls in sport and the importance of proactive LGBTQ+ initiatives. We seek out opportunities to work in ethnically diverse communities and to introduce our sport to people who have disabilities.

BSUK employs a dynamic, skilled, and nimble team able to deliver to the needs of the two Federations and wider community. Staff cover a wide range of work areas, including Performance, Development, Operations, Finance, and Governance. The full-time and part-time staff are supported by a national team of freelancers and volunteers.

### Why work for BSUK?

#### 1. It is rewarding

A desire to build a brighter future for our sports is shared between all involved – from the board of directors to the staff and national volunteers – all working towards a common vision. There is a great deal of potential within the sports that we are all working to realise.

#### 2. It is a great time to be involved with the sports

Baseball and softball are booming – with the number of participants having nearly tripled in the last decade. This is an exciting time to be employed in the sports thanks to funding partnerships with Sport England, UK Sport, Major League Baseball and the Mayor of London's Office, an opportunity for the national teams to qualify for the Olympics in 2028 and Major League Baseball events coming here.

#### 3. Never a dull moment

The role is varied – no two days will be the same. There's scope to develop the role and help the organisation reach the next level.

#### 4. Build your network

You will be working with a wide range of companies, meeting new people and exploring new opportunities.

#### 5. Flexible working policy

We operate a progressive Flexible Working Policy.

**You can learn more about us [here](#).**



# JOB DESCRIPTION

## EVENT COORDINATOR

**JOB TITLE:** Event Coordinator

**REPORTS TO:** Head of Operations

**LOCATION:** TBD

**CONTRACT:** Permanent / Part Time (.5 FTE)

**PAY BAND:** £25,151 – £31,070

**APPLICATION DEADLINE:** Application closes at 11:59pm on Tuesday 7 May 2024

### Role Summary

As an event coordinator in the sports industry, you will create new events, plan, organise, and execute various sports and other business-related events, tournaments, and competitions. Working closely with event stakeholders, for example our federation partners, MLB, Spark, International event organisers, sponsors, vendors, and volunteers, to ensure the successful implementation of the event.

### Overview

The event coordinator plays a crucial role in planning, organising, and executing sports and other business-related events. An event coordinator in sport requires strong organisational skills, attention to detail, effective communication, and the ability to work under pressure to ensure the smooth and success of an event. Responsible for managing various aspects such as venue selection, budgeting, marketing, participant registration, event operations, volunteer coordination, fundraising and post-event evaluation. The goal is to ensure a successful and memorable sports event for participants, spectators, and stakeholders.



### Key Relationships

The postholder will be expected to support relationships with the British Softball Federation, the British Baseball Federation, UK Sport, Sport England, The 108, OKC Spark, Major League Baseball, speakers, coaches, Senior Leadership Team and wider staff.

### Additional Responsibilities as a Member of Staff

You will be expected to be prepared to contribute across a wide range of activities, accepting collective and individual responsibility, where necessary. This may include directly delivering activities or working upwards to shape the strategic direction of the organisation.

Job descriptions cannot be exhaustive, and the postholder may be required to undertake other duties broadly in line with the above key responsibilities.

### The Benefits

- Competitive salary
- Great holiday and flexi days allowance
- Strong Flexible Working Policy (helping to balance some out-of-hours working)
- Resilience-focused culture, placing your personal wellbeing first
- Pension plan
- Home working financial allowances.
- Regular staff training and CPD opportunities.
- and much more of the sorts of things you'd expect from working in a sports organisation

# RESPONSIBILITIES

## EVENT COORDINATOR

### Main Tasks & Responsibilities

#### 1. Event Planning

- Determine event objectives with stakeholders.
- Budgets
- Project management including logistics, event timelines, schedules and action plans.

#### 2. Venue Selection and Management

- Contract negotiation.
- Coordination with venue staff
- Facility risk assessments
- Health and safety checks.

#### 3. Budget Management

- Creating and managing event budgets once approved
- Tracking expenses
- Seeking sponsorships or funding opportunities for events

#### 4. Vendor and Sponsor Coordination

- Securing and managing relationships with vendors, sponsors, and partners.
- Preparing contracts, sponsorships, and logistics related to their involvement in the event for approval.

#### 5. Marketing and Promotion

- Work with the Marketing team to develop marketing strategies to promote the event including and collateral that may be needed e.g. brochures, posters etc.
- Measure the success of each event's marketing campaign.

#### 6. Participant Registration

- Overseeing participant registration processes, including managing online registration systems.
- Communicating with participants regarding event details
- Work with the finance team on fee collection.

#### 7. Event Operations

- Coordinating event logistics, such as transportation, accommodations, equipment, and facilities.
- Troubleshooting any issues or emergencies that may arise.
- Ensure smooth event operations.

#### 8. Volunteer Management

- Recruiting, training, and coordinating volunteers for various event tasks, such as registration, crowd control, event setup, on and off field work to ensure the success of the event.

#### 9. Programme Execution / Tournament Control

- Overseeing the execution of our event program, including managing schedules, coordinating competitions, and ensuring adherence to rules and regulations

#### 10. Post-Event Evaluation

- Conducting post-event evaluations to assess the success of the event.
- Gather feedback from participants and stakeholders (working with other members of the team to gather this information)
- Identify areas for improvement for future events.

# ROLE REQUIREMENTS

## EVENT COORDINATOR

	Essential	Desirable
<b>Experience</b>		
Event coordination (design to deliver).	✓	
Previous sports event coordination (grassroot to elite)		✓
Hospitality and / or customer service roles.	✓	
Experience of managing budgets and allocating resources.	✓	
Contract management.	✓	
Safeguarding and Health and Safety.		✓
Project planning.	✓	
<b>Qualifications &amp; Training</b>		
Qualification in related area or proof of working experience		✓
Working knowledge of events (on and off field).	✓	
Understanding of how sponsorship work in events.	✓	
Membership and registration systems.		✓
<b>Knowledge</b>		
Solid knowledge of sports events.	✓	
Solid knowledge of type of stakeholders.	✓	
Good knowledge on project management.	✓	
<b>Skills</b>		
Strong desire to excel in procedure improvement	✓	
A creative thinker with the tenacity and confidence to see things through to implementation and completion.	✓	
Excellent creative, event design and presentation skills.	✓	
Outstanding communication skills; written, verbal and presentational.	✓	
Strong planning and organisation skills, with the ability to work with the wider team.	✓	
An ability to work flexibly, and under pressure, adapting to situations as they change.	✓	
Proficient in all aspects of Microsoft 365.	✓	
Problem solver, making good decisions with a 'can do' attitude.	✓	

## HOW TO APPLY

Applications should be made online by clicking [here](#).

You will be asked to provide information about your background and education as well as providing us with a personal statement that reflects the job description and person specification.

For more information, please contact [erica.barrett@bsuk.com](mailto:erica.barrett@bsuk.com)

Interviews are scheduled to take place the following week and/or on a rolling basis as suitable applications are received. Feedback will be provided to candidates who are invited to interview and are unsuccessful.



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