



BOP Major Squash Events Incorporated

POSITION DESCRIPTION Event Logistics Manager World Junior Squash Championships 2017

Background

- BOP Major Squash Events Inc is an Incorporated Society which has been granted the right to deliver the World Junior Squash Championships by Squash New Zealand in Tauranga.
- BOP Major Squash Events Inc is responsible for planning and delivering the World Junior Squash Championships primarily in Tauranga in 2017. A separate Hosting Agreement has been signed between SNZ and BOP MSE to deliver the WJC2017.
- The WSF Women's World Junior Team & Individual Championships comprises three events featuring both men's and women's junior individual events which take place together; and are followed by a Women's Junior Team Championship.
- The Event will be held on 18-29 July 2017.
- BOP Major Squash Events Inc has a clear vision to deliver the best World Junior Squash Championships ever and one of its objectives is to ensure that its partners and stakeholders are with them on the journey.

Key Purpose of Role

The purpose of the role is to manage and oversee the operational delivery of the event based on the requirements and standards set by the Governing Body and the Management Committee.

Key Relationships

- Championship Director
- Marketing & Communications Manager
- BOP Major Squash Events Inc
- World Squash Federation
- Squash New Zealand
- Local Clubs & Venues
- Contract Staff & Event Partners
- Local Organising Committee
- Volunteers

Key Functions of the Role

1. Operational Planning and Delivery of the Event

- a. Have a high degree of understanding of the Sport specific requirements and the standard of delivery expected by the Management Committee
- b. Development of event H&S planning and delivery
- c. Development of event operational manual
- d. Ensure robust planning and delivery in all aspects of event delivery including but not limited to Team Communication, Team and Official Accommodation, Transport and Logistics, Site and Venue Plans, Corporate Hospitality, Volunteer requirements, Onsite Communications, Medical Coverage, Accreditation, Sports Expo, Event Village, Catering, Functions and Ceremonies.
- e. Support Venues in planning including reviewing traffic management plans, carpark planning, front of house planning, spectator and player experience.
- f. Ensure Sport officials and staff have all requirements available when requested.

2. Support of Key Staff

- a. Support the Championship Director and Marketing & Communications Manager as required.
- b. Ensure a high level of understanding in areas such Media, Marketing, Communications, Ticketing and Technical Plans and be available to support the implementation and outcomes of these key plans.

3. Appointment and Management of Local Organising Committee (LOC)

- a. Recruit and appoint members of the LOC (Voluntary roles who will support the delivery of the event).
- b. Ensure adequate and robust planning has taken place prior to the appointment of these roles.
- c. Support the LOC to deliver specific tasks.

4. Volunteer Management

- a. Identify required volunteers to successfully deliver tasks.
- b. Ensure adequate training is given.
- c. Management of volunteers while on site.

5. Financial Understanding

- a. Ensure a robust financial understanding of the event budget.
- b. Work to agreed event budget and ensure full visibility.
- c. Identify areas for cost saving or revenue opportunities.

6. Compliance & Reporting

- a. Ensure all contractual reporting obligations are met
- b. Manage all event reporting, including a post event evaluation.

Remuneration

The role is a part time fixed term contract. Rate is between \$25K-\$35K dependant on experience and skills. The successful applicant is required to be available in Tauranga.