



Event Manager

25-35k (depending on experience) – Full time

Leading cycling sports agency managing some of the UK's top cycling events is seeking an Event Manager with at least three years relevant experience. The candidate will be responsible for managing major elite events such as the London Nocturne and Revolution (www.londonnocturne.com and www.cyclingrevolution.com) and will also be responsible for planning and managing client events such as the Sky London to Paris ride and the Right to Play Belgium to London ride.

Roles and responsibilities will include:

- **Stakeholder Management** – liaison with public stakeholders, clients/sponsors and other agencies to ensure event permissions and deliverables are achieved.
- **Event Planning** – working simultaneously across a number of different cycling events, creating and managing project plans and budgets and ensuring deadlines are met.
- **Event Management and Delivery** – management of event team and all suppliers plus communication with event participants and elite athletes.
- **Event Design and Strategy** – Input on the creation of new FACE and client events from concept development to long term business strategy.

Essential Requirements

- A minimum of 3 years sports event management experience, preferably in cycling.
- Experience of managing complex, six figure event budgets.
- Ability to manage event teams in high pressure environments.
- Ability to negotiate with and manage suppliers (including hotels and travel agencies).
- Excellent project management skills to manage complex work streams across multiple events.
- Ability to respond to problems efficiently and make key decisions under pressure.
- Flexible working hours are a must, with occasional evening and weekend work, as well as international travel.

Desirable Skills/Experience

- Experience of working on elite and mass participation cycling events.
- Knowledge of British Cycling rules and regulations.
- Experience of public sector procedures including road closures, permits and licensing.
- Awareness of social media, PR and marketing strategies.
- Creative thinking to enhance the event experience and help develop new ideas.
- Full UK driving licence.

Send CV to james@facepartnership.com

