



Ref: ATW11032023

Salary: 20K-24K (depending on experience)

Employment: Full Time

Junior Event Director

Active Training World (ATW) is the largest multi-sport event company in the UK that specialises in delivering high-quality endurance events and activities, ranging from fun runs to marathons and long-distance triathlons.

ATW has grown significantly in the last few years; therefore, this is a unique opportunity to join an expanding organisation made up of passionate individuals with a huge amount of experience in both event organisation, delivery, and venue management. The successful candidate will be given the opportunity to grow with this role and look to play a significant part within this dynamic organisation.

This is your opportunity to work for a company that creates infinite memories and inspires people to achieve their goals. There probably isn't another job similar to this one!

DESCRIPTION OF THE ROLE:

Everyone that works for ATW form the event delivery team at weekends. You will need to be someone that isn't daunted by a very early start in the morning. Most running races start at 9am whilst our other events, like triathlons, begin earlier. Whatever the weather our team are on site hours before this to make sure the event experience is optimum for everyone attending when they arrive. As part of this team, you will need to bring enthusiasm and professionalism to every single event.

The candidate for this role does not need to be experienced in event management but would need to have a real passion for event delivery and a desire to grow within the role and become a key player in the event management team.

As the you will work weekends, your days off will be taken during the week. The remaining days working during the week will include specific jobs such as:

- Be an integral team member in creating and developing brand new events but also bringing a fresh perspective to existing ATW events.
- Be part of a team that sets up and delivers ATW events including National Championships, World and European Qualifying events.
- Create detailed documentation for each event which includes risk assessments, council submissions, governing bodies, event management plans, road closure applications and marshal briefing notes.
- Assist in event preparation, vehicle allocations, equipment checks and planning staff.

- Carry out official course measurements where required.
- Checking venues and courses prior to the event for any potential hazards or changes.
- Debrief after events with a critical eye to analyse any areas to improve the event experience.

The successful candidate will need to share the passion that the current team have for delivering a high-quality, excellent experience to all participants.

Due to the fact that ATW events can be anywhere in England, the candidate will need to be able to drive and have an up-to-date full driving licence.

The role will be based at our vibrant office in Harpenden, Hertfordshire; however, due the nature of the role, will require you to work and travel to other ATW events and activities.

The working hours for the role will be 37.5 hours per week which includes event delivery most weekends.

Other work perks include:

- Free ATW race entries for you and your family
- Free branded ATW clothing
- Free food and drink at events
- Free use of the gym at ATW head office
- Company weekend away at the end of the triathlon season
- Become an integral member of the red vs blue ATW staff challenges!

Informal enquiries can be made to Mike Jubb, email: mike@activetrainingworld.co.uk

To apply:

Please submit your CV and a covering letter explaining why you feel you are suitable for the role and your vision for future ATW events to mike@activetrainingworld.co.uk

Please quote the reference number indicated above. Should you require assistance with the application process, please contact us and we will make every effort to meet your specific requirements.