



Lakeland Trails Event Manager

Role Outline: To ensure the safe and successful delivery of Lakeland Trails events

Equal Opportunities

Lakeland Trails is committed to finding the right person for the job, irrespective of their gender, ethnicity, social background, religion or belief or any other protected characteristic.

Job Roles

Pre-event

Continuing to maintain our excellent relationships with stakeholders, such as councils, Mountain Rescue organisations, farmers, landowners and community groups.

Ensure all relevant bookings, permits and agreements are in place with stakeholders and service providers

Manage and update risk assessments and event plans (including those for contingencies)

Ensure all relevant resources are in place for each event (services, crew, entry & timing systems, feedstation orders etc)

Ensure planned courses are safe and accessible

Liaise with service providers to ensure advanced setup is undertaken in line with plans

Work with sponsors to fulfil obligations

Provide advanced information and updates to crew, service providers and competitors via website, social media and mailings

Event day

Work with key crew members and service providers to ensure the event takes place safely in line with the Event Management Plan to Lakeland Trails' high standards

Work with crew members to ensure that the event site and local area are left clear and tidy with all signage removed.

Post-event

Liaise with service providers to ensure that the site has been cleared in a timely manner

Ensure any missing signage is collected promptly

Respond to any feedback

Hold an event debrief with key Crew Members to facilitate experiential learning

Review equipment, identify any damaged or missing resources and order replenishments

Ensure all boxes are correctly filled and packed in preparation for the next event

Approve and reconcile invoices against agreed contract prices and follow up if discrepant

Ongoing

Maintain the LT website, entry and timing systems with relevant event information

Prepare the website and entry system for future events and changes, such as Earlybird ending

Publicise events via relevant websites

Audit all event boxes and create a list of required replacements

Respond to any enquiries from runners, potential new suppliers etc

Oversee mail orders and Virtual events

General

Undertake any other tasks required to ensure the safe and successful delivery of events and to support the business

Key Skills, Qualifications and Requirements

Essential

Full UK driving licence and willingness to drive event vehicles, including vans

Maths and English GCSE Minimum Grade C / Level 5 or equivalent

Strong IT skills including familiarity with Excel

Excellent interpersonal skills

Ability to work independently and part of a team

Highly organised with ability to prioritise and undertake multiple tasks

Ability to learn from experience

Enthusiastic with a 'can do' attitude

Desirable

Previous experience in a similar role

Experience of writing risk assessments

Experience of project management

A familiarity with Lakeland Trails events through participation or volunteering

A Health and Safety qualification, such as IoSH Managing Safely