



## **Events Manager**

An exciting opportunity has arisen to join Sussex Cricket as Events Manager. This role sits within the Commercial Department, reporting to the Director of Growth.

The Events Manager is responsible for planning, coordinating, and delivering a series of high-quality events that align with Sussex Cricket's values, to enhance community connection, and drive revenue.

The Events Manager will take ownership of event logistics, vendor relationships, and day-to-day operations, ensuring each event is executed to an exceptional standard.

We are looking for a team-player who can also work autonomously whilst ensuring shared outcomes are achieved.

The ideal candidate will have strong organisational skills with the ability to multitask. You will need to have excellent communication skills and be accomplished at building strong relationships. Experience in event planning and coordination would be desirable, with a hands-on, can do attitude and is passionate about creating memorable experiences for diverse audiences.

This role will require the successful candidate to be flexible and willing to work irregular working patterns in response to operational needs, this includes weekend and evening working.

### **Salary**

Circa £30,000 per year, depending on experience

### **Equal Opportunities**

Sussex Cricket is committed to ensuring that all job applicants and colleagues do not receive less favourable treatment or are discriminated against, on the grounds of their age; disability; gender; marriage and civil partnership; pregnancy or maternity; race; religion or belief; sex or sexual orientation.

To apply, please send a covering letter setting out how you meet the requirements of the role with your CV to [recruitment@sussexcricket.co.uk](mailto:recruitment@sussexcricket.co.uk).

### **Closing Date**

Friday 17<sup>th</sup> January 2025

Please note that applications received after this time will not be considered.

No agencies thank you.



**Job Title:** Events Manager

**Reports To:** Director of Growth

**Location:** The 1st Central County Ground, Hove

**Hours:** Full-time (Monday to Friday 9-5pm) plus all events. Regular weekend and evening work required.

---

### **Role Purpose**

To plan, coordinate, and deliver a series of high-quality events that align with Sussex Cricket Club's values, enhance community connection, and drive revenue. The Events Manager will take ownership of event logistics, vendor relationships, and day-to-day operations, ensuring each event is executed to an exceptional standard.

### **Key Responsibilities**

#### 1. Event Planning and Delivery

- Develop and implement detailed event plans, timelines, budgets and income targets
- Coordinate logistics for all events, including setup, vendor placement, and operational flow.
- Work with internal stakeholders to develop and deliver exceptional experiences

#### 2. Vendor and Partner Management

- Build strong relationships with vendors, sponsors, and partners to secure high-quality offerings.
- Ensure all partnerships align with the club's values, particularly sustainability and community focus.

#### 3. Audience Engagement

- Collaborate with the Marketing Team to promote events and maximize attendance.
- Ensure events cater to the needs and interests of key audiences, from families to young professionals.



#### 4. Operational Excellence

- Oversee on-the-day event management, ensuring smooth delivery and a positive attendee experience.
- Resolve any issues swiftly, maintaining professionalism under pressure.

#### 5. Evaluation and Improvement

- Gather post-event feedback from attendees and vendors to inform future planning.
- Identify opportunities to innovate and improve the event series.



ADDITIONAL CRITERIA	
<b>1. Qualifications</b>	
	An events planning qualification would be useful but not essential
<b>2. Professional Experience</b>	
	Experience of working in a fast-paced business environment
<b>3. Skills &amp; Knowledge</b>	
	<p><u>Essential Skills &amp; Knowledge</u></p> <p>Strong organisational and multitasking abilities.            Excellent communication and relationship-building skills.            Excellent communication skills, both written and verbal            Excellent knowledge of Microsoft Office            Competent IT skills to include experience of:</p> <ul style="list-style-type: none"> <li>• Producing professional, clear written reports in Microsoft Word</li> <li>• Producing and analysing data in Microsoft Excel</li> <li>• Email applications such as Microsoft Outlook</li> </ul> <p><u>Desired Skills &amp; Knowledge</u></p> <p>Proven experience in event planning and coordination, ideally for public or community events.            Knowledge of event budgeting and financial management.            Experience working in a venue or community-focused organisation.</p>
<b>4. Personal Qualities/Competencies</b>	
	<p>A hands-on, can-do attitude with a focus on execution.            Enthusiastic about creating memorable, meaningful experiences for diverse audiences.            Ability to stay calm and solution-focused under pressure.            A team player who can motivate and inspire others to achieve excellence            Ability to build and maintain relationships with stakeholders            Highly organised approach to work with an attention to detail and accurate output            Emotionally intelligent            High degree of empathy            Ability to work using own initiative and under pressure            Resilient            Patient            Sense of humour            Sound independent judgment            Experience of working with managers at a senior level            Ability to deal with conflicting priorities, often under pressure yet remaining tactful, diplomatic and confidential            Proactive approach            A professional attitude and appearance            Ability to interact with Members and other clients            A positive approach and a “can-do” attitude</p>



	<p>Flexibility with regards to working hours and patterns of working, to include weekend and evening working and a willingness to step outside the role where required A commitment to continuous improvement.</p>
--	--