

Job Description

Events Officer (GB Freestyle)

British Canoeing Mission Statement

Inspire people to pursue a passion for paddling; for health, enjoyment, friendship, challenge and achievement.

British Canoeing Vision

A united British Canoeing, focused on our people and ambitions and excellent delivery

Aim of GB Freestyle

To create opportunities for paddlers to try, develop and excel in freestyle kayaking whilst providing a top level arena for our elite athletes to inspire greater interest and participation throughout the sport.

Make a significant difference every day

The philosophy that we expect our volunteers to embrace is based upon 4 CORE values:

Commitment: We have a passionate belief and a commitment to the programme, its objectives and its CORE philosophy.

Ownership: We believe that taking ownership is key to our success.

Responsibility: We believe in taking responsibility for our own actions and that strong and effective leadership is a cornerstone to our philosophy.

Excellence: We believe that effective communications with colleagues, athletes and key support staff is a hallmark of our philosophy.

OVERVIEW AND PURPOSE OF THE POST

GB Freestyle has a new and exciting volunteer opportunity for someone with events experience.

We are looking for a 'Events Officer'; to drive the development of domestic freestyle events; and to become a valued member of our team.

RESPONSIBLE TO:

- British Canoeing Freestyle Committee Chairman

LOCATION: UK**HOURS:** 1-4 Hours per week**SALARY RANGE:** Voluntary**KEY AREAS OF OPERATION**

1. Coordinating the annual events calendar
2. Supporting domestic event organisers
3. Ensure event promotion is actively taking place through social media
4. Ensure welfare and health and safety protocols are in place
5. Liaise with British Canoeing to ensure optimal impact

PERSONAL EXPERIENCE**Desirable:**

- Experience of supporting events
- Experience of communicating with various stakeholders
- Experience of working with online systems
- Willingness to comply with the British Canoeing data protection policy and GDPR.

Skills:

- Excellent organisational skills
- A good attention to detail
- Enthusiasm to embrace the subject
- Able to work independently
- Ability to be resourceful