

## **Job and Person Specification: EVENT OPERATIONS EXEC**

**Company:** A.S.O. UK (formally Human Race Ltd)

**Position:** Event Operations Exec

**Location:** London office (Clapham Junction) / a hybrid with a minimum of 2 set days in the office

**Contract Type:** Permanent

**Start Date:** ASAP

**Application Closes:** 23:59 Thursday 9 January

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### **How To Apply:**

Please send a CV and also a Cover Letter outlining why you are right for the role to [kirsty.wilde@aso-uk.com](mailto:kirsty.wilde@aso-uk.com)

Please also include in your cover letter **when you would be available to start**, and also confirm that you hold a **full UK drivers licence**.

Interviews dates are TBC - please note they may commence before the closing date.

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### **Purpose of the Role**

We are looking for a detail orientated person to work within the Event Operations Team and provide vital help to the team in planning and delivering the events within our portfolio.

You will do this through supporting others in the team to ensure that each event is planned, organised, and communicated about well in advance to facilitate a smooth and efficiently run event on the day, and ensuring that our events are delivered to a high specification. You will also help to research and develop new suppliers and event concepts, with the opportunity to influence the future of our events and help develop additions and improvements.

By joining the A.S.O. UK team you will be instrumental in delivering our mission to improve lives through mass participation events for everyone. You will join a team of passionate, creative, and innovative people who support thousands of people each year to achieve their personal goals and raise millions of pounds for numerous charities and causes. You will work at the forefront of the delivery of some of the biggest mass events in the UK, working with some of the best people in the industry, as well as with prestigious brands.

### **Who We Are**

A.S.O. UK is a leading mass participation sports event business delivering a diverse range of events in running, triathlon, and cycling. The company is part of the French company A.S.O., one of the world's largest sports events organisers, including notably the Tour de France, the Paris Marathon, and L'Etape du Tour.

A.S.O. UK organises best in class events including the prestigious Manchester Marathon (2<sup>nd</sup> largest marathon in the UK & 4<sup>th</sup> in Europe), Manchester Half Marathon, London Winter Run (the largest 10k in the UK), Royal Windsor Triathlon, and the Dragon Ride. We also deliver bespoke corporate events, for example working with businesses such as JLL on their large property triathlon.

<https://www.manchestermarathon.co.uk/>

<https://www.londonwinterrun.co.uk/>

Our events bring together a community of people taking part in sporting events for reasons ranging from fitness, competition, charity, health, fun, or to simply finish. The event participants vary from nervous first timers, through to elites; and collectively the events raise millions of pounds for hundreds of charities.

A.S.O. UK is a fast-paced, fun place to work with a great team atmosphere. It's a sociable company of like-minded people with shared goals, values, and interests, who take great pride in the events we deliver.

### **Key Responsibilities**

- To assist on events across the portfolio, helping to plan and deliver various aspects of them to a high standard.
- To design and produce any necessary event documentation.

- To manage / help manage the relationships required to ensure the success of an event.
- To manage / help manage your assigned area of the live event throughout set up, event day(s), and break down, including the management of all infrastructure, suppliers, and personnel.
- To identify opportunities to improve operational service methods and procedures.
- To help manage the event equipment, and to assist in the management of all our equipment both on site at events and in its storage locations.
- To help manage various suppliers to ensure that they provide an efficient and effective service whilst staying within budgeted limits.
- To help manage and look after the event crew including recruitment ideas, and the continued communications with them throughout the year. To help manage the crew requirements at events such as food, travel and accommodation, and maintaining accurate records of availability and contact details.
- To help research and develop existing events, as well as new event concepts and new venues / routes.
- To keep track of event timelines and attend project meetings as needed.
- Any other ad hoc tasks as required.

### **Key Relationships**

- With the rest of the Operations Team to ensure the successful delivery of all events.
- With suppliers, contractors, event partners, event day operational staff, crew, and volunteers.

### **Skills and Experience Required**

**By the way if you feel you don't match all of the requirements yet then please don't be afraid to apply.**

We welcome applications from all people & those who are on their journey to become an event expert. We are looking for someone with the right mindset and who has potential, and we can help you get there!

#### **Experience:**

- Ideally 1+ years working in an operational capacity on events or projects.

#### **Skills & Competencies:**

- Ability to communicate clearly and concisely, both orally and in writing.
- Good organizational skills, attention to detail, prioritization, and time-management skills.
- Ability to build relationships, and to interact courteously and effectively with the participants, staff, contractors, crew, volunteers, and the public.
- Provide administrative and professional support.
- Ability to spot where we/you can make improvements to documents / processes etc.
- Ability to provide leadership & direction for temporary event crew and contractors.
- Self-confidence to exercise good judgment, flexibility, creativity, & sensitivity in response to changing situations & needs.
- A team player, resourceful, and with an ability to work using own initiative & under own motivation.
- Will go the extra mile, and willing to get hands on & stuck in.
- Ability to take accurate minutes for a variety of meetings and debriefs.
- Thorough research skills for finding appropriate suppliers and venues.
- Flexibility.
- Problem solving.
- Good negotiation skills or willingness to learn/do this.
- Computer literate in MS office - Teams, Excel etc.

#### **Other Requirements:**

- A full UK driving license.
- Willing to drive a van, and to get stuck in on the event site.
- Willing to travel to and stay away as needed for event meetings & site visits.
- Willing to work multiple weekends and unsociable hours at the portfolio of events. Also staying away from home as/where necessary whilst doing so.

*Note: toil days are given in return for event weekend days worked.*

**Benefits + Other Details**

## Salary

- £27,100 per annum

## Benefits

- Holiday: 20 days annual leave + toil days for event weekend days worked
- Hybrid working environment with the office based by Clapham Junction Station
- Cycle to work scheme
- Free entry for you into our events, including ASO events in Europe
- 5 x free entries into our events for friends & family
- Summer Party, Christmas Party, and other regular socials
- Opportunity to participate in other events/experiences for research, where required.

## Location &amp; Hours

- Office Location: Clapham Junction, SW11 2LN
- Office/Hybrid: Currently the team is working on a hybrid basis of a minimum of 2 set days a week in the office (currently Wednesday & Thursday).
- Core Working Hours: 9.00-5.30pm
- Weekend & Other Hours: will be required from time to time (including attendance at event weekends)

**FYI the following are the known event dates in our portfolio in 2025:**

London Winter Run	22/23 February
Manchester Marathon	26/27 April
Royal Windsor Triathlon	14/15 June
Dragon Ride	21/22 June
JLL	27 June (Friday)
TBC	23/24 August
PE Triathlon	13 September
Manchester Half Marathon	11/12 October