



Job and Person Specification – Operations Intern

Company: Xtra Mile Events

Position: Operations Intern

Contract type: Short Term Contract initially – 1/2 days per week until mid October [may be potential to extend but not guaranteed]

Start date: ASAP

Location: Hale Barns, Altrincham

Salary: £7.85 per hour

Background

Founded in 2007, Xtra Mile Events (www.xtramileevents.com) is a professional sports event management company which organises triathlons, duathlons and running events across the North West, Wales and Yorkshire. Our flagship event is the ASICS Greater Manchester Marathon which in 2016 attracted over 12,000 runners and had an economic benefit of over £7million to the borough of Trafford. More recently, we have had the privilege of delivering the inaugural Manchester Half Marathon, held in October 2016.

Since April 2017, Xtra Mile Events have been part of Human Race – the UK's largest mass participation event company, and in turn part of our parent company A.S.O, owners of the Tour de France.

Xtra Mile Events is fast-paced, fun place to work with people who take great pride in the work that we do. As a small team of 6 working in Manchester, you'd be an integral member of the team being able to have direct input onto our events.

Purpose of the Role

This role is a perfect combination of the on-site physical necessities & requirements to build and deliver a mass participation sporting event, alongside the office based research / paperwork skills needed for its design & planning. As such you will assist the Operations Team with the preparation work required in the lead up to events in order to ensure that they are planned and organised to the level of detail and quality needed in order to facilitate a smooth and efficiently run event on the day. You will also assist with the set up/break down and operational delivery of our Event days to help to ensure that the events are delivered to a high specification, therefore continuing to uphold our reputation in the marketplace.

Responsibilities

Key Duties:

- To fulfil, under direction, the planning & administrative requirements relating to the design and organisation of the events prior to event day
- To help with the management of our equipment stores and to deliver and collect to/from event sites all equipment required for Event Day. This includes helping in the loading and unloading of vans of all event equipment such as signs, branding boards, transition racking etc
- To help to build & dismantle the event site / courses
- To help to ensure that our events adhere to safe working practices and procedures
- To perform all requested & related duties and responsibilities as required, both in the office and on event sites

Key Relationships:

- With others in the Operations Team and the event Crew / Volunteers to ensure the successful delivery of events
- With Event stakeholders such as venues, councils, residents and businesses, participants, contractors



- With the wider team Xtra Mile Events as required

Skills & Abilities Required

Skills & Competencies:

- Good organisational and time-management skills
- Good research + problem / situation analysis skills, with a natural propensity to finding solutions
- Ability to follow direction
- Ability to communicate clearly and concisely, both orally and in writing
- Ability to interact courteously and effectively
- A good understanding and knowledge of Microsoft Office programmes such as Word, Excel and PowerPoint.
- Ability to exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs
- Ability to establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of your work
- To be self-servicing of your own administration duties
- Self-confidence
- Flexibility
- Focus on quality
- Customer focus

Relevant Experience For The Role

- The ability to work with efficiency, flexibility, and good humour
- Team player, resourceful, and also a self-starter with the ability to work using own initiative
- Clear, efficient, and effective decision making skills
- Previous event experience either through university, college, volunteering or work experience would be considered

Technical Knowledge Required

- Must hold a full UK Driving Licence & be willing to drive a van

Other Significant Role Requirements: other factors which have a bearing on a candidate's ability to perform:

- An energetic & positive disposition
- Willing to work weekends, work outdoors at events, & work unsociable hours - including staying away from home as necessary.
(All travel and accommodation for weekend working is paid for by us).
- A love of events &/or sport, particularly running, swimming, cycling, triathlon

How To Apply

To apply please send your CV and a covering letter to sarah.b@xtramileevents.com
(Please state what date you will be available to start from in your letter).