



Operations Executive

Contract: Full Time

Location: London Bridge

Salary: £20000-25000

BACKGROUND

FACE Partnership is one of the leading professional cycling event agencies within Europe, delivering an extensive portfolio of high end professional cycling events across the UK and Europe, including white label international series. Owing many leading cycling events including the Revolution Series and Rapha Nocturne, 2017 saw the start of a new three-year partnership with Rapha to expand the Nocturne internationally to create the Rapha Nocturne World Series.

THE ROLE

The Operations Executive will be key to supporting the Head of Operations and the wider team with planning and delivery of events and projects. In addition, responsible for managing both the volunteer programme and the Eventbrite ticketing system.

KEY RESPONSIBILITIES

- **Event Operations** - Liaising and booking both contractors and resources, assisting with event planning, associated documentation, logistical and production planning, on site management of resources. Co-ordination of travel and accommodation requirements for both staff and riders.
- **Track Days** – Working with the commercial team to assist plan and deliver corporate track days.
- **Volunteer Project** – Responsible for maintaining and managing the volunteer programme in support of the events, including recruitment, scheduling and briefings.
- **Eventbrite Ticketing** – Managing the Eventbrite ticketing system, assisting with customer queries, platform maintenance and system management at the events.

CORE COMPETENCIES

- Ability to work and integrate as part of a team.
- Possess a friendly and positive attitude.
- Strong communication and interpersonal skills, with ability to build and maintain relationships with contractors and stakeholders.
- Good organisation skills to manage multiple projects at one time.
- Ability to work to deadlines.
- Pragmatic attitude and thinking with the ability to contribute ideas to the team.
- Ability to work in a constantly evolving environment and collaborate with the wider team to continuously develop events.
- Flexible approach to working hours are a must, with occasional evening and weekend work, as well as national and international travel.





KEY SKILLS

- An understanding of event logistics and planning
- Good project management skills
- Pragmatic problem solving
- Attention to detail
- Ability to negotiate and manage suppliers, including hotel and travel agencies
- Good working knowledge of IT systems, excel / word
- Ability to manage teams of volunteers, crew and contractors

DESIRABLE SKILLS

- Ability and working knowledge of CAD/Turbo Cad software
- Budget management experience
- Experience of dealing with public sector stakeholders
- Experience of high profile elite sporting events
- Knowledge of Eventbrite software
- UK driving license

SUMMARY

This presents an excellent opportunity for the correct individual to build and develop their event management experience within a forward-thinking company, with the view to manage/undertake individual projects in the future and grow their individual skills.

The ideal candidate will have a passion for events, with 2 years relevant experience of the events industry.

CONTACT

Please send your CV and any additional information to: careers@facepartnership.com

Closing date: Monday 25th September

