



**DURTY  
EVENTS**

### **Event Operations**

Based at: Selkirk, but lots of working and staying away from home across Scotland/NW England. Some remote and flexible working will be possible.

Salary: To be agreed depending on experience and responsibilities.

Hours: 40 hours per week average, with regular weekend working. Hours may be long on build weeks and event weekends (of which there are many, sometimes back-to-back), and regular days off may not always be possible. You'll need to be a bit pro-active about squeezing in time off – we won't always manage this for you. In return, we are as flexible as we can be and very much want to support the needs of 'real lives' out of the workplace.

Durty Events is one of the leading participation multisports and adventure events organisers in the UK. Based in the Scottish Borders, but operating across the UK, we deliver a range of triathlon, trail running, cycling and adventure racing events both as 'in-house' events and where we work as a contractor to 3<sup>rd</sup> party organisations. Several of our events are at British Championships or World Series level, but we remain a small, friendly, laid-back and meticulous company. We've got a lot of ambitious plans for the future, and need someone self-starting, creative and confident to help us deliver them.

We are looking for a dynamic, confident, person to join our Event Operations team to help us create, organise and deliver our events portfolio. We are small company, so we work flexibly across lots of streams – you'll need to be comfortable picking up and assisting on whatever needs doing. We need someone who is self-starting and self-managing to a great degree – we encourage colleagues taking responsibility and making decisions for themselves and don't have a hard/rigid management structure. We need someone who is a great team player – we spend a lot of time together during event season, and race day can occasionally be a time of heightened stress – we all need to get on with each other!.

One note of caution: this isn't the 'yeah, great, I'll get to ride my bike all the time' kind of job you might imagine. It's about 75% office based, and pretty admin heavy – we're able to appear relaxed on race weekends because we've done rock solid admin and organisation work beforehand.

### **Outline Role Description**

- Event entry administration – Setting up and managing online entries, dealing with enquiries from participants etc.
- General office and event administration
- Responding to queries from Entrants, Suppliers and Contractors
- Helping to manage event budgets. Dealing with suppliers, placing orders etc.
- Helping on the really dull but vital stuff like risk assessments, working with governing bodies, insurance companies etc.

- Liaison with landowners and other stakeholders (Police, Local Authorities, Community Councils, Residents etc.)
- General event planning, organisation and paperwork for our existing events schedule
- Helping to manage equipment hires and external timing gigs.
- Equipment handling, lifting, rigging and de-rigging. Loading/Unloading vehicles.
- Equipment preparation and maintenance
- Course marking, clearing and management
- Race weekend duties and team leading. This will vary week to week, but likely to include: registration, transition management, course management, volunteer management, finish line, aid stations, race control.
- Manage volunteers and crews at events – look after their welfare and comfort.
- You are the public face of Dirty Events – confidence, helpfulness and politeness are key.
- Team Leader: you'll be managing key aspects of events on your own, including (for the right candidate) quick progression to Event Director, Volunteers Manager, Race Director.
- Anything and everything besides. You shouldn't be above cleaning out the portable toilets if required – just like the rest of us 😊
- We are interested in your ideas and creativity: think we can improve or do stuff?. Let's do it.

### **Experience/Qualifications**

The following stuff would be an advantage.

- Previous events industry experience, especially within mass-participation sports, challenge and adventure events
- Full driving licence (including the ability to tow trailers)
- Knowledge of Wordpress web design platform and Email Marketing Tools
- Experience with setting up and using Sport Ident timing systems and software
- First Aid Qualification
- Map Reading and Navigation Skills

### **Application**

To apply for this role, please send your CV and covering letter to [paul@dirtyevents.com](mailto:paul@dirtyevents.com) before the deadline of 5pm on Friday 16<sup>th</sup> Dec. We are hoping to interview in mid-January 2023, with a view to having someone start with us late-Feb 2023.