



Job Description: Operations Manager

About Leaders

Leaders connects the global elite sports industry across both sport business and sport performance. Our aim is to drive excellence in the sports industry. With two clear functional areas, Leaders connect people and ideas by running premium, invitation-only global summits and private networking forums for business executives and performance practitioners across the world of sport. Leaders also publish content through a multimedia platform that publishes all year round to 105,000 sports industry leaders. We are the trusted platform for the biggest actors in the sports business and sports performance industry globally and we're committed to quality above all. Our value set is what drives us and we are passionate about delivering value for both our delegates as well as our sponsors and partners.

Awards project management

- ✦ Full project management of the Leaders Sports Awards ceremony. Leading on developing the project plan and agreeing the project deliverables.
- ✦ Accountable for day to day decisions, and for setting clear objectives for the project team.
- ✦ Overall responsibility of planning, communication, maintaining timelines within project teams.
- ✦ Managing and confirming judges
- ✦ Management of all of Leaders Alumni from 2015 onwards and managing 'Meet Up' networking events internationally
- ✦ Running table plan software including attendee data, dietary requirements, seating allocation etc.
- ✦ Oversee table sales and table allocations.
- ✦ Assist with budget planning and monitor monthly budget versus actual expenditures
- ✦ Talent acquisition
- ✦ Managing conversations around contra deals with potential partners for the evening ie, table centres, entertainment, venue decoration etc.
- ✦ Oversee table packages and pricing structures
- ✦ Key supplier relationship management including negotiation and securing key long-term contracts with local and international suppliers
- ✦ Sourcing and negotiating of awards software to use throughout the campaign.

Other project management

- ✦ Assisting in project management of other global Leaders conferences and networking events.
- ✦ Overseeing planning, communication, maintaining timelines within project teams.
- ✦ Overseeing and controlling event team with budget tracking throughout each project.
- ✦ Chairing project meetings and circulation of actions post meeting
- ✦ Key stakeholder management with partners, ensuring quality and objectives are met.
- ✦ Venue securing and site visits across the team domestically and internationally.
- ✦ Focus on enhancing delegate experience
- ✦ Key supplier relationship management including negotiation and securing key long term contracts with local and international suppliers
- ✦ Oversee implementation and build of registration, table seating and awards software's
- ✦ Act as support for account managers
- ✦ Co-ordinate delegate visa requirements if required

**Logistics:**

- ✳ Resource allocation, job roles and communication of requirements
- ✳ Booking flights / transfers where needed on all events
- ✳ Day-to-day management of hotel system and bookings
- ✳ Booking VIP travel in collaboration with VIP/Speaker team
- ✳ Research connectivity of venues from travel point of view
- ✳ Travel arrangements for staff
- ✳ Pre event site visits and supplier meetings local and international
- ✳ Researching venues for any potential future Leaders events

Terms:

- ✳ Fixed contract with 3 month probationary period with immediate start
- ✳ Full time; Monday to Friday, 9:00-17:30
- ✳ May be expected to work over weekends during event periods
- ✳ May be international travel required
- ✳ 1 hour lunch break
- ✳ Salary negotiable depending on experience

Ideal Candidate:

- ✳ Degree level education or equivalent in event, hospitality, sports management or alike
- ✳ Proven experience within the events or hospitality industry – ideally 1 – 2 years
- ✳ Quick to absorb and analyse large amounts of information to work under pressure
- ✳ A clear communicator in person and writing
- ✳ A proactive and innovative thinker
- ✳ Ability to work under pressure and use initiative
- ✳ Good knowledge of Excel, Word and PowerPoint
- ✳ Ideally experience or knowledge within CRM software: ie our systems Etouches, Social Tables and Salesforce
- ✳ Interest in the global business of sport
- ✳ Must be London-based