



# RECRUITMENT PACK

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## DIRECTOR OF EVENTS

- CIRCA £70,000 PER ANNUM
- BENEFITS INCLUDE FLEXIBLE WORKING
- 25 DAYS ANNUAL LEAVE
- PENSION





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# 1. BACKGROUND

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Table Tennis England, the International Table Tennis Federation and World Table Tennis are embarking on one of the most exciting major event partnerships in British Sport.

Through a newly established company, TT International Events Ltd, we shall work jointly to bring world class table tennis to this country through a portfolio of major events.

Table Tennis England has already won the bid to host the centenary ITTF World Team Table Tennis Championships to be staged at the OVO Arena, Wembley in 2026, and the first ever World Table Tennis (WTT) event which will be staged in Manchester in 2024; the intention is to grow our portfolio of major events to include two further WTT events annually ensuring world-class table tennis is staged regularly across the country.

There has never been a more exciting time to be part of a sport that is on the move, through a partnership that aims to:

- Contribute to the **global development of table tennis** with the ITTF and WTT
- Establish England as a **home for world class table tennis**
- **Inspire and excite** new and existing audiences
- **Increase the visibility and awareness of table tennis** in this country
- Build partnerships at domestic and global level that has the ability to **transform the great sport of table tennis**
- Ensure every event is underpinned by the ability to **reach into local communities and enable social change**
- Develop a workforce of **passionate volunteers with the skills to support the grass roots of the game**



## 2. THE ROLE

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We are now seeking an exceptional, dynamic, creative individual to work with TT International Events, the individual Stakeholder Boards for each event and to lead an outstanding team of staff and volunteers.

Reporting to the Board of Directors, the successful candidate will shape and lead a unique and prestigious, world-class major international sport event portfolio, including the 'jewel in the crown' – the ITTF World Team Table Tennis Championships 2026, when we look forward to welcoming the world of table tennis to London to celebrate the momentous 100 year milestone in the history of international table tennis.

This is a permanent position providing the successful candidate the opportunity to build their delivery team of staff and volunteers while also working in close collaboration with the key stakeholders that include the ITTF, WTT, Table Tennis England, UK Sport, the Greater London Authority, venue management and local authority partners.

The role will also oversee a determination to enable community impact and social change as a consequence of the event portfolio.

The successful candidate will be able to demonstrate:

- Strong leadership with previous experience of building a driven and enthusiastic team, working towards the vision and mission of the event
- Extensive project management experience within the major international sports event sector
- Strong experience of sports governance models including working at Board and Local Organising Committee level to oversee and support event delivery
- Extensive operational experience of managing major international events and understanding of cross functional area delivery
- Experience of working in a diverse and developing environment where you have been instrumental in managing change successfully
- A track record of working in successful partnerships with a wide range of internal and external bodies, including governmental and non-governmental organisations, the private and voluntary sectors to deliver successful project outcomes
- Experience in managing event budgets, supplier tenders and selection processes, managing third party supplier relationships, contracts and deliverables.

Applicants are requested to articulate how they could fulfil the requirements with flexibility and outline their availability. The base location of the successful candidate can be flexible but there will be a requirement for attendance in London and other cities who will be hosting major events to ensure frequent liaison with key stakeholders.

# 3. KEY RESPONSIBILITIES

The Director of Events will be responsible for overseeing the strategy for TT International Events programme and for planning, producing and implementing the individual Event Delivery Plans to include but not limited to the following project deliverables:

## Project Management

- Establish, maintain and further develop the detailed event project plans, including developing key milestones
  - Establish, maintain and further develop the event risk registers, reflecting mitigation through project planning where appropriate
  - Working with Table Tennis England staff, maintain and develop the long-term financial modelling and individual event budgets
  - Prepare board papers for each main Board meeting and each Stakeholder Boarding meeting, ensuring comprehensive updates are presented
  - Attend all main Board and Stakeholder Board meetings and provide papers as required
  - Chair the respective LOC and appoint all workstream leads
  - Recruit, manage and develop the organisational structure for each event
- Develop, and keep under review, the workforce plan for each event, ensuring lead volunteers are appointed for key roles
  - Review and finalise the procurement plan, in line with Table Tennis England procurement policies
  - Support Table Tennis England to conduct recruitment activity for event roles
  - Liaison with ITTF, WTT, Table Tennis England, UK Sport, Greater London Authority, Local Authorities, venues and other key delivery partners as required.
  - Working with the Board, write policies for the event to include:
    - Environmental sustainability
    - Community Impact
    - ED&I
    - Economic Impact

## Marketing, Communications and Commercial

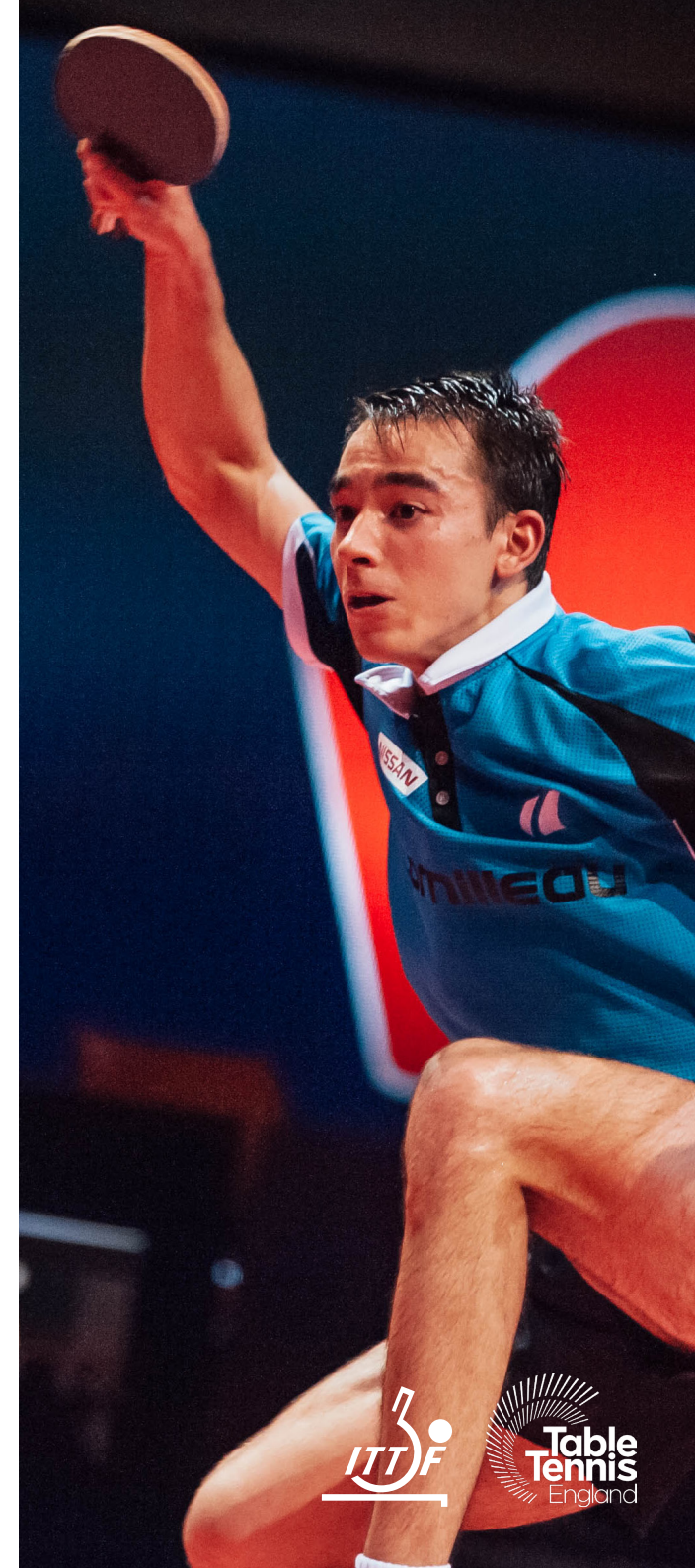
- Liaise with the Table Tennis England Engagement Team and any appointed agency to develop a marketing plan to meet the respective event objectives
- Working with the venue, Table Tennis England Engagement Team and supporting the appointment of expert consultants, support the creation of a ticketing strategy for each event, including complimentary ticket policy
- Appoint an appropriate person/agency to develop and then deliver a commercial strategy
- On-going management of the commercial agency contract
- Establish an event website for the World Team Table Tennis Championships 2026, and associated digital channels

## Sport

- Liaise with the ITTF and WTT in relation to event management and hosting requirements
- Work with the ITTF and WTT to finalise the competition schedule, and the wider event schedule (build, de-rig etc)
- Create the required athlete and technical official publications along with a communication plan for each event during the period in partnership with ITTF and WTT

## Venues

- Facilitate the requirements of each event and communicate to each venue
- Conduct site visits ensuring all elements of the event, including field of play and practice, meet each event requirements
- Establish and manage relationships with each venue
- Negotiate hire rates that achieve best value
- Work with the Venue Operations Manager, who shall lead on this area of responsibility with each venue





## Workforce

- Establish the workforce requirements for each event
- Identify a recruitment timeline for all staff, contractors, volunteers and technical officials
- Establish a schedule of any training and familiarisation required across the workforce

## Event Services

- Work with the appointed supplier to establish the accommodation requirements for each event and its various client groups, ensuring appropriate levels of accommodation are held.
- Establish the transport requirements for each respective event and develop a transport plan for each event

## Social Impact

- Work with the Table Tennis community, Table Tennis England Area network, local authorities and other partners to ensure social impact is built into the overall project plan for each event.

## Miscellaneous

- Develop a high level impacts assessment framework to include, but not be limited to:
  - Environmental sustainability
  - Social and Community Impact
  - ED&I
  - Economic Impact
- Attend other major Table Tennis and sporting events to gather knowledge useful to the delivery the event portfolio

# 4. PERSON SPECIFICATION

**It is anticipated that the successful person will be able to demonstrate the following personal skills:**

- Extensive operational experience of managing major international events
- Extensive project management experience within the major international sports event sector, demonstrating an ability to lead, manage and supervise staff and project teams and to work in a multi-disciplinary team environment
- Strong experience of sports governance models including working at Board and Local Organising Committee level to oversee and support event delivery
- Experience of working in a diverse and developing environment where you have been instrumental in managing change successfully
- A track record of working in successful partnerships with a wide range of internal and external bodies, including governmental and non-governmental organisations, the private and voluntary sectors to deliver successful project outcomes
- Experience of managing large event budgets and evidence of

- success of delivering within tight budget constraints and with limited resources
- Extensive understanding of the major sports event delivery requirements of British and International Sports Federations
- Experience of building, and working with, a volunteer workforce
- Evidence of ability to liaise with, understand and deliver the key operational requirements of the major sports events industry, broadcasters, media, sponsors and key stakeholders
- Excellent leadership skills with the ability to galvanise energy and excitement and to take a team with you
- Excellent communication skills, including the ability to articulate information; to present clear, accurate and concise reports and presentations to a wide range of audiences reflecting political sensitivities where appropriate
- The highest personal integrity and loyalty, supportive to colleagues, with a drive to deliver corporately on the Board's vision for the event strategy contract



## 5. HOW TO APPLY

The information below will assist you in completing and tailoring your application.

If this exciting position appeals to you, you should submit:

1. An up-to-date CV which shows your full career history – we recommend that this is no longer than two pages, however, please ensure you represent your skills, experiences, and achievements;
2. A covering letter detailing what you think you can bring to the role and why it appeals to you – we recommend that this is no longer than two pages;
3. Indicate if you cannot attend any date during the period set aside for interviews.

Please send your CV and covering letter to [daryl.mason@hartmannmason.com](mailto:daryl.mason@hartmannmason.com)

Closing date – applications should be received by **Friday 26 January 2024**. Provisional interview date **Thursday 8 February 2024**.

*We are committed to being a more diverse and inclusive organisation to bring new and different perspectives to our work. So that we can more closely reflect UK society, we particularly encourage applications from individuals within groups which are currently underrepresented within our organisation.*





[tabletennisengland.co.uk](http://tabletennisengland.co.uk)

Head Office:  
Table Tennis England  
Bradwell Road  
Loughton Lodge  
Milton Keynes  
MK8 9LA

Tel: 01908 208860

Email: [help@tabletennisengland.co.uk](mailto:help@tabletennisengland.co.uk)