

Ultra Challenge Series

Operations Manager

We have an exciting opportunity for an experienced events professional to join one of the UK's most popular series of mass participation events, to lead the operational delivery of the events portfolio. Over 90,000 adventurers have taken on an Ultra Challenge® with us, raising over £33 million for charities, and the 14 unique events make up the UK's biggest & best series of treks & runs. This role sits within our Operational Team, and is ideal for a passionate individual who is looking to further their career within the mass participation/ sporting/ events sector to not just gain experience of what we do, but to lead and oversee the delivery of the logistics & operations, both in the planning phases, and the on the day running of the events.

The opportunity:

- ✓ Project manage the operational planning & delivery of a series of mass participation endurance events
- ✓ Work alongside our Event Planning Manager – to ensure seamless operational plans & models
- ✓ Create & set event budgets – and keep on top of finances of each individual event, across the series
- ✓ Create logistics plans with tie in with equipment, infrastructure, delivery & staffing models
- ✓ Liaise, negotiate and build relationships with suppliers (new & existing)
- ✓ Liaise with the wider cross functional teams on participant management & communications
- ✓ Lead an agenda of efficiency, cost saving & cost cutting through new & improved processes
- ✓ On the day event management – overseeing the running of events with the senior management team – overseeing infrastructure, equipment, venue contacts, logistics & suppliers

You will be:

- ✓ A driven individual – who can demonstrate previous impact and success
- ✓ Highly organized – and be able to demonstrate this with examples of deadlines achieved, working to own plans, and efficient outputting
- ✓ Ambitious – to work within a small focused team, within a growing business
- ✓ Passionate to deliver a high quality events experience, to the best standards
- ✓ Committed to be part of an event delivery team – working weekends, and out of hours when required.
- ✓ Commercial minded – and able to articulate examples of previous increasing revenue, successful marketing, or cost cutting – with the bottom line of the business directly benefitted from your actions

You will have:

- ✓ A degree level education (ESSENTIAL)
- ✓ At least 4 years of experience within a relevant role and similar business environment (ESSENTIAL)
- ✓ Field experience – with responsibility for an area of event management (ESSENTIAL)
- ✓ Strong communication and written skills (ESSENTIAL)
- ✓ An interest and passion for the outdoors (PREFERABLE)
- ✓ Available to work the majority of the Ultra Challenge calendar 2022 (i.e. weekends across the season)



The Role:

- ✓ Competitive salary (range between £35k - £40k) – depending on experience
- ✓ Additional opportunity to earn overtime through on event work
- ✓ 24 days holiday & bank holidays
- ✓ Opportunity for international travel & gaining leadership experience through taking part in at least 1 international challenge per year
- ✓ Full time, permanent position based from our South East London office, Woolwich Arsenal
- ✓ We are aiming for the role to begin mid- February2021

Application Process:

If you think this role is for you please make an initial application via our online form, no later than the 30th January. All successful applicants will be contacted no later than the 5th February, and invited to meet us for a 1ST stage interview where we will explore your work experience, history & career. A final and 2nd round interview will consist of a presentation, based upon a relevant subject matter.

[CLICK HERE TO APPLY FOR THIS ROLE >>](#)

