

## Events Manager

Every club needs major events to top up the coffers, motivate people, or reward the volunteers who give their time week in and week out. The Events Manager makes sure these events are a success, and very often has the future well-being of the club in their hands.

### **Ideally, you'll need to be:**

- Well-organised and well-connected
- Extremely motivated
- Aware of all other competing activities
- Excellent at inspiring others
- Skilled in planning
- Calm under pressure

### **What you'll do:**

- Plan, organise and lead a team to deliver major events (e.g. Summer Balls, Sportsmen's Dinners, Tournaments, Beer Festivals)
- In consultation with other club officers, set targets for each event in terms of increased participation, funds raised, rewarding volunteers or simply having more fun
- Put in place a calendar of events to maintain momentum and awareness
- Appoint a sub-committee for specific events

### **How much time it will take up:**

Commitment is sporadic, but expect it to increase to at least 6 hours a week when preparing for a big event.

### **What you'll get out of it:**

It's no secret that planning an event can involve logistical challenges and planning puzzles, but you'll have the satisfaction of helping the club raise its profile. More awareness means more players, more volunteers, more funds and growth for the club. What's more, you'll be helping people to enjoy themselves which is fundamental to the soul of the club.

**Teamwork Respect Enjoyment Discipline Sportsmanship**

**Rugby Football Development Limited.**

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Incorporated in England, company number 5429073

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