



is hiring!

CONTRACT

Full-time, Permanent.

POSITION

UTMB® World Series Operations Manager **UTMB UK**.

START

March 2022

Who are we?

UTMB Group is the global leader in the organisation of trail running events. Based in Chamonix-Mont-Blanc in the French Alps, UTMB Group will launch the **UTMB® World Series** in partnership with The IRONMAN Group in 2022.

The UTMB® World Series will be the number one trail running series in the world, bringing together 25 leading international events in this inaugural year, to give all trail runners the chance to experience the UTMB® adventure across the globe.

Due to this growth, UTMB Group has created a subsidiary for its expansion in the UK. UTMB UK will be responsible for organising UTMB® World Series events in this territory.

Who are we looking for?

To support the development of our UK events (Ultra-Trail Snowdonia by UTMB®, plus a second event for 2023), we are seeking a multiskilled, highly motivated and hardworking **Operations Manager** to oversee the development and delivery of our events.

Your Mission

The role of Operations Manager has been created to ensure all UTMB UK events are delivered to the highest standards, as determined by UTMB Group. The role will be pivotal in the development of Ultra-Trail Snowdonia, as well as fast-tracking the creation of a second UTMB UK event, to launch later this year.

You will work closely with the UK Event Director, as part of a small but highly motivated team. The responsibilities of this role will include, but not be limited to the following:

- Day to day event management and administration tasks, liaising with event stakeholders and suppliers and working as part of a small but highly motivated and ambitious team.
- Taking ownership of all aspects of course, site, venue and logistics planning and management.
- Generation of detailed event documentation; event schedules, method statements, traffic management & signage plans, risk assessments, emergency response procedures, etc.
- Working to the event project plan to ensure key milestones are met.
- Diligent budget management for each event.
- Venue management: Event Centre, Aid Stations, parking sites, Event Team accommodation, catering, etc.

- Training and managing Senior Event Team.
- Recruiting, training, and managing the Volunteer Event Teams.
- Working with Event Safety Manager and Chief Medical Officer to ensure the highest standards of event safety delivery.
- Ensuring the UTMB® World Series Operational Guidelines are met for each event.

**Profile/
Essential Skills**

- 5+ years' experience in planning and delivering mass participation sport or outdoor events.
- Strong desire to deliver excellence with world-class, international events.
- Excellent time and resource management skills, with ability to prioritise workload and remain calm under pressure to meet fixed deadlines.
- Experience of managing large event budgets.
- Excellent interpersonal and communication skills.
- Willing to work event weekends and travel internationally.
- A team player with a 'can-do' attitude and proactive approach to problem solving.
- Ability to create and nurture sound ongoing relationships with all event stakeholders and suppliers.
- Full driving licence with no more than 3 points.
- Proficient user of Microsoft Office software (Word, Excel, Teams).

**Desirable Skills
& Experience**

- Experience using CAD software or similar, to generate accurate site plans and layouts (AutoCAD, SketchUp, etc.).
- Experience using Adobe software or similar, to generate high quality event graphics/branding/programmes, etc.
- Experience seeking and securing cash sponsorship and/or public funding.
- Marketing/advertising experience relevant to outdoor events.
- Experienced in generating and developing high quality race routes; GPX files, maps, etc.
- Interest in outdoor sports and environmental/CSR matters.
- First Aid & Food Hygiene trained.

Work Location

Chester (minimum 3x days/week).
We will also consider applicants from strong candidates who wish to work remotely.

Salary & Benefits

Salary commensurate with experience.
25 days holiday per annum, plus bank holidays. Access to company pension.
Opportunity to travel internationally to experience and participate in other UTMB® World Series Events.

How to apply?

Please send a CV and covering letter, with details of salary expectations and notice period to serve if successful, to jobs.uk@utmb.world
The deadline for application is 11th March, with interviews taking place week commencing 14th March.

We look forward to receiving your application!