



THE BRITISH JUDO ASSOCIATION

JOB DESCRIPTION – Events and PR Assistant

AREA: British Judo Association

Post: BJA/Events

Designation: Events and PR Assistant

Responsible to: tbc

Responsible for: N/A

Main Purpose of Job

- To assist the Events Manager in the organisation, implementation and monitoring of the GB World Cup event (the premier event on the yearly calendar).
- To play an important role in assisting the Communications Director in raising the profile of the Olympic sport of Judo.

Specific Responsibilities and Personal Duties

1. GB World Cup

- To assist with the organisation, implementation and monitoring of the GB World Cup event (the premier event on the yearly calendar), ensuring that all aspects of the project plan are completed on time and to the required specification.
- To attend monthly Local Organising Committee meetings.
- To assist with the event presentation, H&S procedures and overall running of the competition as well as ensuring the needs of the Sponsors, partners and TV company requirements are met.
- To be one of the key points of contact for all GB World Cup enquiries, be they from BJA members, the public or partners.
- To assist with monitoring budgets and financial forecasts.
- To assist with any feedback reports as required.

2. National Judo Events

- To serve as the Events Assistant for the following events: British Open (Junior and Senior), National Age Band Championships, Visually Impaired British Open, British Closed (Junior and Senior), AGM and Technical Congress.
- To assist with ensuring that all aspects of the Judo National events are professionally organised and the potential of the events are maximised in every area. This will include specific focus on promotion, finance, logistics, Health and Safety, Risk Management and overall event co-ordination and administration.
- To liaise with the National Voluntary Commissions to help delivery the events and engender good relations with all volunteers.

3. Website

- To assist in keeping the British Judo website up to date.
- To assist in the overall administration of the Media section of the BJA website.
- Assist with maintaining and improving the Events section on the Association's Website
- To write relevant articles and features for the British Judo website as directed by the Events Manager and Communications Director.

4. Brand Management

- Assist in managing the BJA brand and associated marketing efforts.

5. Media Relations

- Effectively deal with incoming enquiries from regional and national journalists as directed by the Communications Director.
- To work with the Communications Director in writing press releases as and when required.

6. Matside Magazine

- To write relevant content for the BJA Membership Magazine, Matside as directed by the Communications Director

7. General (Special Conditions)

- To deal with incoming enquiries and help with the administration of events and public relations.
- Be willing to work outside normal office hours on a regular basis, including approx 10-12 weekends annually
- Be available to attend events and championships at locations in Great Britain.
- Must promote the position of the BJA as the national governing body for Judo at all times.
- Must maximise the resources of the BJA at all times.
- Must carry out and operate within the BJA's Equal Opportunities Policies and strive to achieve any required equality targets.
- Must promote a positive image of the BJA in all dealings with internal and external contacts.
- This role requires contact with children and therefore will be subject to the satisfactory completion of a Criminal Records Bureau background check.
- This job description is not to be regarded as exclusive or exhaustive. It is intended as another indication of the areas of activity and will be amended in light of the changing needs of the company.

Proposed Start Date

April 2008

Proposed Contract Term

12 Month Fixed Term Contract

Salary & Benefits

Competitive salary and benefits package will be offered to the right candidate. Total package will be in the region of £15k, based on experience and skills.

The benefits package includes contributory pension scheme, 20 days annual leave, training opportunities and time of in lieu where appropriate.