

Job Title:	Events Assistant
Department:	Championships
Reporting To:	Project Manager - Championships
Hours:	35 hours, Mon – Fri, 9 a.m. to 5 p.m.
Location:	St Andrews
Contract:	24 months
Salary:	DOE - Competitive

Job Purpose

The R&A (the governing body for golf and organiser of The Open Championship) is seeking to fill an exciting position within their Championships team. Based in St Andrews and reporting to the Project Manager – Championships, this key role will embrace a wide range of duties in organising, planning and delivering the specific celebrations for 150th playing of The Open in 2021. In addition to this there will be an opportunity to work on further Championships delivered by The R&A. This is an exciting opportunity that would suit a recent graduate or someone at entry level, who is looking for their first step on the career ladder in a role that is challenging, rewarding and will hone on your event skills.

Job Description

ROLE AND RESPONSIBILITIES

- Core responsibilities will be but not limited to:
- Attend, record and co-ordinate all actions from project meetings.
 - Liaise with key contractors and partners regarding specific projects for the 150th Anniversary.
 - Manage and maintain all documentation regarding the 150th Anniversary.
 - Attend supplier meetings with key contractors for the 150th Anniversary.
 - Spend time at The Open site in both 2020 and 2021 to gain a full understanding of the staging of The Open.
 - Assist in gathering information and ensuring this information is made available to the project team in a timely manner.
 - Working with the Project Manager, specific projects will be identified across The R&A Championships remit.
 - Research, analyse and produce written reports on a variety of topics for both 150th Anniversary and further Championships as required to assist the project teams with benchmarking against other similar events.
 - Prepare reports and proposal documents for both the 150th and further Championships Open management teams.

QUALIFICATIONS AND EXPERIENCE

- Experience within the events/hospitality industry.
- Strong coordination skills with the ability to adapt to changing environments.
- Experience of working within teams and independently.
- Ability to work within given budgets.
- Excellent communications, observational and leadership skills.
- Strong IT proficiency in particular in Microsoft PowerPoint, Excel and Word.

PERSONAL QUALITIES

- In addition, the successful candidate will require:
- Approachable, enthusiastic and with a composed confidence.
 - A willingness to learn and take on new ideas.
 - Self-motivated and proactive and ready to work as part of a small team.
 - Good interpersonal and multitasking skills.
 - The ability to manage their own workload, work to tight deadlines and under pressure.
 - Good organisational and planning skills.

- Attention to detail and a high level of accuracy.
- A willingness to work outside normal working hours when necessary.
- Flexibility to work from championship locations, throughout the UK and overseas, when required.
- A passion for golf and a good working knowledge of the sport preferable.

To apply for this vacancy, please send your c.v. and covering letter, stating your salary expectations to Danielle Cuthbert on recruitment@randa.org by Friday 20th September 2019

This job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the position.