

A photograph of a fencer in a white uniform and mask, holding a foil and in a ready stance. The background is dark and out of focus.

***JOB DESCRIPTION
EVENTS & MEMBERSHIP
MANAGER
BRITISH FENCING***

MARCH 2025

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We want to ensure that everyone has the opportunity to receive clear, understandable information from British Fencing. If you require this document in an alternative format, please contact recruitment@britishfencing.com.

A photograph of two female fencers in white uniforms and masks hugging. The fencer on the right is smiling and has a 'GBR' tag on her mask. The fencer on the left has 'GBR' on her back.

ABOUT BRITISH FENCING

British Fencing is the National Governing Body for the Olympic and Paralympic sport of fencing in the United Kingdom.

Our members are the fencers, clubs, coaches, referees and countless volunteers who make up the British Fencing community. We aim to support them on every step of their development journeys, helping them to realise their goals in a safe, enjoyable and respectful environment. We support all ability levels: beginners, recreational fencers as well as elite international, Olympic and Paralympic athletes.

We understand the vital importance of accessibility, inclusivity and diversity, which we actively promote through our programmes. We believe that fencing is for everyone and through our social impact programmes, we aim to deliver a positive impact on people's lives.

THE ROLE

The Events & Membership Manager will be responsible for planning and delivering BF's portfolio of competitions across five weekends throughout the year. Responsibilities include working with key external contractors to ensure all events within the BF portfolio are delivered effectively, professionally and to the highest possible standards, meeting the needs of athletes, officials, and stakeholders, whilst adhering to all BF policies and procedures.

Working directly with BF members, the Events & Membership Manager will support clubs to develop administrative capabilities to run quality community events, increasing the number of opportunities for wheelchair competitions and underrepresented communities to take part.

The Events & Membership Manager will work with the Customer Service Manager and Membership, Clubs & Events Officer to problem-solve membership queries in a professional and timely manner.

They will be responsible for role-modelling and driving a positive culture, living our values, whilst working with other departments and BF members. They will influence and strive towards continuous improvement in both the delivery of the BF events portfolio and community-delivered events.

RESPONSIBILITIES

BF PORTFOLIO EVENTS:

- *Manage all stages of operational delivery (pre, during and post) for the BF events portfolio.*
- *Be responsible for the overall competition calendar, sign off on major event changes and liaising with members of GBR Pathway Team to avoid, where possible, clashes with the international calendar.*
- *Work with and manage the Competition Management Service.*
- *Be the primary point of contact with external stakeholders in relation to operational delivery for events, i.e. venues, equipment provider and accommodation providers.*
- *Work with the Safeguarding Manager to ensure all events (BF portfolio and community) meet the required welfare standards and follow the appropriate procedures.*
- *Work with the Comms Team to ensure all events are promoted at the earliest opportunity and listed on the membership platform, BF website and promoted through all appropriate channels.*
- *Manage the Membership, Clubs & Events Officer to ensure all webpages for BF events are up to date in a timely manner, with all essential information for fencers, clubs and coaches.*
- *Work with the BF Workforce Development Team to offer appropriate workforce development opportunities (e.g. refereeing) to support the delivery of BF events.*
- *Maintain and grow relationships with existing event workforce (e.g. referees, armoury and other event volunteers).*

COMMUNITY EVENTS:

- *Support community event organisers and clubs to develop administrative capabilities to run quality competitions.*
- *Develop standards of good practice and disseminate advice to event organisers who are running licensed events.*
- *Support event organisers to create inclusive competitions.*

MEMBERSHIP SUPPORT:

- *Manage BF club and event administration processes, ensuring they are efficient and effective, addressing risks and issues identified, resolving or escalating as appropriate.*
- *Develop and grow the GB League.*
- *Contribute to the quarterly Club Digest working group.*
- *Maintain the BF membership platform (Sport:80).*
- *Identify Sport:80 system improvements for event organisers and members, and support the implementation of changes.*
- *Be responsible for the members' journey on the membership platform.*

GENERAL:

- *Line manage the Membership, Clubs & Events Officer.*
- *Work with the BF Comms Team to develop a comms strategy for existing and future BF events and community-run events.*
- *Complete quarterly events reporting required for the BF Board, working directly with the CEO to ensure all information provided is accurate.*
- *Work with the BF Finance Department and Participation Director to manage assigned budgets, finances and reporting.*
- *Work with Workforce Development Team to identify event volunteer training needs.*

DIVERSITY & INCLUSION:

- *Support the delivery of BF's diversity and inclusion action plan.*
- *Manage the Entry Fee Support Scheme for all BF portfolio events.*
- *Ensure that the organisation's equality policy and commitment to inclusivity are embedded into events, and that its values are embedded into the actions and behaviours of all those involved in the delivery of events.*
- *Work with event organisers and members, to increase the number of opportunities for under-represented groups to participate in events e.g. women and girls, disabled people and people from lower socio-economic groups.*



PERSON SPECIFICATION

ESSENTIAL

- *Proven experience of being involved in organising and delivering events.*
- *Excellent organisational and logistical planning skills.*
- *Excellent presentation, communication (written and spoken), and influencing skills.*
- *Excellent interpersonal skills, able to communicate and collaborate with a wide range of stakeholders.*
- *High levels of IT literacy, particularly with Microsoft Office 365 products.*

- *Ability to co-ordinate multiple projects simultaneously to success.*
- *Ability to work to multiple deadlines.*
- *Ability to work evenings and event weekends.*
- *Able to work independently as well as being part of a team.*
- *An understanding of safeguarding and welfare.*
- *Understanding and commitment to diversity and equal opportunities.*
- *Positive and flexible work attitude with the ability to meet the needs of the organisation as and when required by calmly anticipating and proactively solving issues.*

DESIRABLE

- *An understanding and appreciation of the value of sport.*
- *Experience in working with para sports.*





Competitions include a range of open and closed events, including the British Championship individual and team events, from U12 to Veteran level and wheelchair fencing.

BF events take place on approximately the same weekends every year:

- *British School Team Championships: first weekend in March (typically London)*
- *British Senior National Championships: end of April (typically Sheffield)*
- *British Youth Championships: first May Bank Holiday (typically Sheffield)*
- *British Open Championships: early July (typically Sheffield)*
- *British Cadet & Junior Championships: early September (typically Nottingham)*

HOW TO APPLY

To apply for the role, please email your CV with a brief cover letter (ideally as one document) to: recruitment@britishfencing.com

If you would like to discuss the role or the application, please email us on the same email address to arrange a call or ask a question.

We welcome applications from all sections of the community, regardless of age, race, colour, sex, marital status, religion, ethnic origin, nationality, disability or sexual orientation.

Closing date: Sunday 6th April 2025

Interviews: Thursday 10th April 2025

Remuneration: £31,000 – £33,500 (dependent on experience)

Contract type: Full time (35 paid hours per week) minimum of five BF event weekends, occasional evening work, TOIL applicable.

Location: Flexible, with in-person attendance at meetings in London twice a month (increased frequency in the run-up to BF event weekends) and travel to BF events.

