

ROLE DESCRIPTION AND PERSON SPECIFICATION

Role Title: Sport Presentation Manager

Role Purpose: To build a Sport Presentation programme to determine how the event is going to be delivered, look and feel to all stakeholders. Based around the competition schedule this role should complement and enhance the event.

KEY RESPONSIBILITIES

- Choose appropriate music for warm-up, Athlete parades and Judges' parades
- Write and provide announcers script
- Liaise with Event Officer and Field of Play Manager to confirm medal presenters
- Allocate radios for delivery team
- Coordinate all event production elements on the day
- Call the event on the day according to timelines
- Comply with all policies and procedures set down by the organisation and in particular those relating to Diversity, Equity, Inclusion and Sustainability

Person Specification

Essential	Desirable
<ul style="list-style-type: none"> • Excellent communication skills 	<ul style="list-style-type: none"> • Range of experience at all levels of Diving competition
<ul style="list-style-type: none"> • Excellent organisational and time management skills 	<ul style="list-style-type: none"> • Effective creative thinking
<ul style="list-style-type: none"> • Experience of Sport Competition 	<ul style="list-style-type: none"> • Effective delivery of information to groups of people
<ul style="list-style-type: none"> • Effective and prompt decision making in pressure situations 	<ul style="list-style-type: none"> • Competent and confident user of radio equipment
<ul style="list-style-type: none"> • Good leadership and interpersonal skills 	
<ul style="list-style-type: none"> • Ability to remain calm and composed when under pressure 	

<ul style="list-style-type: none">• Effective problem solving skills in a competition environment	
<ul style="list-style-type: none">• Excellent attention to details	

