

### **Event Support Officer**

**scottishathletics** are looking for volunteer Event Support Officers to provide guidance, assistance and share knowledge with Scottish Event Organisers to ensure that events can be delivered to the highest standards.

### **Process for Event Organisers**

Event Organisers will be invited to contact the **scottishathletics** Events Team with event organisation queries, who will then direct the query to the relevant Event Support Officer who will then provide advice, support, suggestions and solutions to these queries where appropriate.

Communication between Event Support Officers and Event Organisers will be key to the successful delivery and development of events. With agreement Event Support Officers may attend events\* to provide feedback and observations in a constructive manner.

Queries may include (amongst others):

- Event Licence Application Process
- Course Maps Production and Design
- Route Planning
- Marshal Instructions
- Course Measurement Certificate and Process
- Temporary Traffic Regulation Orders (TTRO's)
- Risk Assessments
- Medical Provision
- Requested Attendance at Events\*
- General Organisational Questions relating to Road and Multi Terrain Races, Cross Country, Ultra and Trail Races, Track & Field Competitions and Hill Running

### **Event Support Officer – Person Specification**

- Current Race Promoter / Event Organiser
- Good knowledge of Event Organisation
- Good knowledge of Risk Assessment
- Awareness of Road License Standards
- Excellent Communication skills
- Current Level 2 UKA Official (Preferred)

\*Reasonable costs for attending events and report writing should be agreed directly between the Event Support Officer and Event Organiser, typically this should include travel expenses of 30ppm and approx £50 per report written.

Expressions of interest to become an Event Support Officer should be emailed with relevant experience to Alasdhair Love – [alasdhair.love@scottishathletics.org.uk](mailto:alasdhair.love@scottishathletics.org.uk)

***scottishathletics** is committed to Equality in all aspects of the sport. We welcome applications from people of all ages, areas and backgrounds who can positively contribute to our work.*