

CAPTURING MOMENTS IN HISTORY:

Since the 1964 Tokyo Olympics, Seiko has marked moments in sporting history. Through the development of cutting-edge technology, we strive to be at the forefront of sports timing, measurement and data services. Supporting a wide range of sports federations, rights holders and broadcasters, we provide proven solutions for the global stage.

[Seiko Sports Technologies](#)

**OVERVIEW:**

Based at our UK office in Crewe, Cheshire the Event Manager will work alongside other Event Managers and Coordinators in the delivery of World Athletics, UK Athletics, World Gymnastic Events as well as future opportunities.

The Event Manager oversees and executes the logistical and operational aspects of major national and international sporting events. Requiring meticulous planning, resource allocation, third party coordination, and team management bringing together all operational elements to guarantee delivery of a safe and efficient event and maintain high standards of excellence.

This role offers the exciting opportunity to travel extensively across international locations, immersing yourself in diverse cultures, building global connections, and experiencing the world first-hand.

This is an opportunity to join the Seiko team on a full-time permanent contract. You must have the legal right to work in the UK and reside within reasonable commuting distance of our office.

Please submit a covering letter and CV detailing your relevant experience to hello@seikosportstech.co.uk

THIS ROLE WOULD SUIT YOU IF:

You are a Sports Enthusiast with a background in the planning and management of international sporting events.

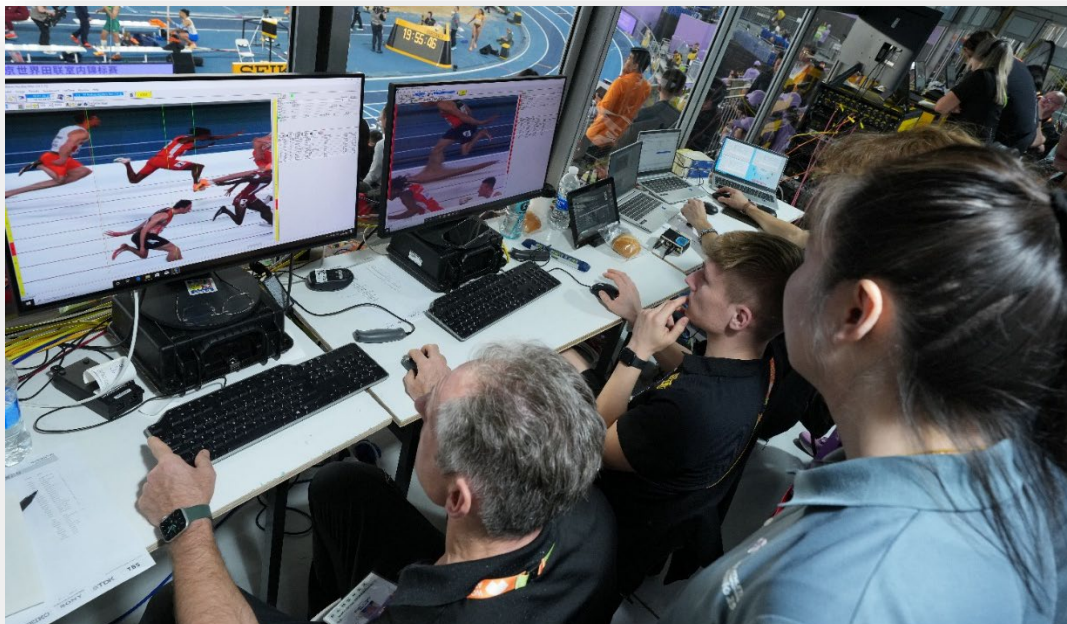
You possess a passion for excellence, a flair for solving practical problems and drive for continued improvement.

You are a team player; ready to work alongside a skilled, and dedicated team to deliver our renowned services in close liaison with multiple third-party stakeholders.

You are able and willing to undertake extensive overseas travel.

KEY RESPONSIBILITIES:

- Responsible for event management and administrative tasks, in liaison with sports federations, suppliers, venues and our pool of Casual Event Staff.
- Planning and coordinating the delivery of key event requirements such as Power, Networks, Travel, Accommodation etc.
- Undertake site visits worldwide to outline the specific requirements for each event and to ensure that the relevant parties are fully aware of Seiko's requirements.
- Tracking the progress of the event planning process ensuring milestones are met and actions are completed on time.
- Ensure the correct team of internal and casual events staff are assigned to each event depending on their skill set, experience and availability.
- Input to creation of Risk Assessments and Method statements and responsibility for implementing safety on site.
- Managing costs against agreed budget, escalating any anticipated overspend. Post event reconciliation of actual costs.



SKILLS, QUALIFICATIONS & EXPERIENCE:

Ideal candidates will have a blend of skills and experience including the below.

ESSENTIAL:

- A People Person and confident Team Leader; comfortable dealing with event officials, volunteers and athletes as well as other technical providers.
- Meticulous attention to detail in planning and resource allocation.
- Experience delivering services at major sporting events.
- A quick learner with exceptional problem-solving skills.
- A Sports enthusiast, and particularly a keen knowledge of athletics.
- Ability to work both independently and part of a wider team to deliver under pressure.
- Flexible to unusual working patterns, willing and able to travel internationally.
- Ability to remain focused in a high-pressure, live sports environment

DESIRABLE:

- Good working knowledge of World Athletics regulations concerning Track, Field and Out of Stadium disciplines.
- An awareness of the types of technologies deployed for electronic timing and measurement in top level sports.
- Confident in working with the Microsoft 365 suite of applications.

PAY & BENEFITS:

£30k-£35k p.a. depending on experience.

25 days holiday plus Bank Holidays

Pension Salary Sacrifice & Pension Matching

- Company Sick Pay
- Private Medical Scheme
- Dental Cashback Plan
- Life Assurance
- Cycle To Work Scheme
- Employee Assistance Programme
- Long Service Awards
- Staff Discounts on company products
- Staff Watches and Wear Watches
- Salary sacrifice EV car scheme
- Extensive World travel

EQUAL OPPORTUNITIES STATEMENT:

We are committed to fostering an inclusive environment that promotes equal opportunities for everyone, valuing a diverse mix of talent, skills, and potential.

We encourage applications from candidates of all backgrounds, with selection based solely on individual merit.