



Title: Operations Executive

Location: Onsite at the Sunderland venues

Hours of Work: 40 hours per week – 8:30 till 5:30

Reports to: Head of Operations

Salary: £30k, plus benefits

Purpose of the role:

To administrate British Esports' on-site and off-site tournaments, events, and pilots, reporting to the Head of Operations and working alongside the other members of the Student Champs and education team. This includes primarily administering and developing the British Esports Student Champs tournament, assisting with wider international and national tournament and events from concept to completion, and other operations projects.

Specific Duties

- Lead on administrating the British Esports Student Champs, including, but not limited to,: league ops, bracket generation and organisation, communication, content, and development.
- Identify key areas for improvement for Student Champs and liaise with the development team of the platform when appropriate.
- Organise, operate, and develop key national, grassroots, and international tournaments for the Company.
- Provide regular updates, evaluations and timely reports to management and stakeholders on event progress and operational activities.
- Create and work on a variety of project and event proposals, budgets, and trackers managing projects from concept to completion.
- Organise and manage third parties, such as freelancers and volunteers when appropriate.
- Act as liaison for third parties, partners, and other departments on key projects.
- Coordinate with other departments to ensure alignment on event objectives, goals and timelines.
- Promote British Esports tournaments, pilots, and events to third parties and at events when appropriate
- Assist with any off-site and on-site (NEPC) hosted events.
- Other ad hoc ops work.

Additional Requirements:

- Strong organisation skills.

- Excellent communication and interpersonal skills.
- Ability to work under pressure and solve problems in a fast-paced environment.
- Ability to work independently when appropriate, and work well within a team environment.
- Experience with project management and reporting.
- Attention to detail and a proactive, hands-on approach.

Ad Hoc Projects

- Research and case studies
- Speaker and presentation slots
- Keep up to date on current tournament and event trends and structures within esports
- Assist with front of house and other duties required to support the daily operations of the NEPC.
- To ensure that all public areas, arena, classrooms are kept clean and tidy at all times
- To be aware of and adhere to health and safety, fire and bomb threat procedures, and to report any items which causes concern to staff or clients
- To report any technical maintenance that is required through the correct channels

Policy and Procedures

- Adhere to all company and departmental policies and procedures.
- Adhere to all statutory regulations including but not limited to health, safety, and safeguarding.
- Comply with statutory and company health and safety policies.
- Attend weekly/monthly departmental meetings as required.
- Ensure annual appraisals, job chats and job reviews are completed in line with company policy.
- Attend meetings and training as required.
- Attend work punctually.
- Maintain the highest standards of personal presentation and organisation.
- Undertake any other reasonable tasks allocated by the management.
- Ensure regular and appropriate communication with other departments to maintain a courteous and professional relationship.

All British Esports roles require enhanced DBS checks and the completion of annual safeguarding training.

This job description covers the main objectives, responsibilities and authorities of this position at present. Where necessary, changes may be made from time to time involving like or integrated work.

Signed:

Date:

(Employee)