Technical Operations Administration Manager, SweetSpot Group

SweetSpot Group, the organisers of The Tour of Britain cycle race and other leading cycling events, are looking to recruit a Technical Operations Administration Manager to join their busy Technical Department.

The role presents an exciting opportunity for someone looking to join a leading UK company in the sports industry, working on a wide portfolio of major cycling activities.

The position is a full-time role based at SweetSpot's Surrey offices and includes on event work, including some weekends, on events such as The Tour of Britain, Women's Tour and Tour Series.

The role is within SweetSpot's existing Technical operations team, working in the office of the Race Director to technically deliver the 2018 events onwards, operating alongside the existing members of the team.

This is an opportunity to work in a fast-paced environment where a candidate can take ownership of individual projects and develop new and exciting ideas to take the events forward.

The ideal candidate:

- Degree or equivalent qualification, ideally in a relevant subject
- Will have a knowledge of the events industry, while any previous experience and knowledge of professional sports, in particular cycling, will be considered advantageous.
- Strong organisational and time management skills with a high level of attention to detail is very important to the role.
- Will be flexible and able to adapt to changing deadlines and priorities.
- Will be enthusiastic and able to work both individually and as a part of a focused team
- Excellent IT skills, including knowledge of Outlook and MS Office programmes.
- The role requires frequent travel to meetings and events, so a full drivers licence is required.
- Based in or close to SweetSpot's Surrey offices, or willing to relocate.

SweetSpot Group, Rathbone House, 4a Heath Road, Weybridge, Surrey, KT13 8TB
www.sweetspotgroup.co.uk   info@thetour.co.uk

To apply for this position, please send a covering letter and copy of your current C.V to info@thetour.co.uk using the subject line *'Technical Operations Admin Manager – Application'.*

Closing date for applications is Tuesday 31 October 2017 with interviews for prospective candidates to be conducted during November, with a view to a December/early January start date.