



NTU Sport

Job Advert

Job Title:

Trips/Events Officer

Main Responsibilities

- Plan, organise and execute trips and events in line with club aims and objectives
- Complete Trip Registration at least 7 days prior to departing Nottingham
- Check weather forecast 3 days before trip (consult with SDO on implications)
- Ensure all safety information is communicated to participants
- Ensure sufficient MiDAS trained drivers are available for all trips
- Ensure trip has been advertised as widely as possible to all members
- Ensure trip is within budget
- Ensure participant list is updated on trip reg before departure (normally 12am Friday)
- Ensure all appropriate equipment is available & safe to use
- Ensure all venues, transport, accommodation, coaches are booked and arrangements made for payment prior to trip departing (not on day of departure)
- Report any incidents, accidents near misses to SDO via Trip Reg
- Have an understanding of the NTU support and well-being services available to club members and how to signpost members to them **where necessary**.

Competencies

- Customer focus, Organisation & delivery, Adaptability, Leading & coaching