

Welsh Gymnastics

Events Co-ordinator

Candidate Information Pack
June 2025



Overview of Welsh Gymnastics



Welsh Gymnastics is the National Governing Body for Gymnastics in Wales, responsible for leading and supporting the sport across a range of disciplines including Artistic, Rhythmic, Trampoline, Tumbling, Acrobatic, Aerobic, TeamGym, and Gymnastics for All. As the foundation sport, gymnastics develops core physical skills that support lifelong participation in sport and active living.

Our ten-year plan, *Where Sport Begins*, sets out a clear vision to deliver an uplifting, inclusive gymnastics experience for all — one that is safe, enjoyable, and open to everyone. This ambition is driven by three strategic pillars: People, Places, and Practices.

At the heart of everything we do is a firm commitment to safeguarding and wellbeing. We are creating a culture where gymnasts feel safe, supported, and heard — with safeguarding embedded at every level of the sport.

Our events programme creates opportunities for everyone within the sport to take part outside of the club in competition, events and festivals across the gymnastics pathway and disciplines. The aim is to also deliver larger scale competition and attract international events to Wales raising the profile of gymnastics.

The Role

The Event Coordinator will work closely with the Event Manager to deliver the event programme for all Gymnastics Disciplines. They will be responsible for the planning, coordination, and administration of selected competitions and events across Wales. This role supports the delivery of high-quality experiences by managing event logistics, liaising with key stakeholders, and ensuring all participants receive clear communication and exceptional service to deliver an uplifting experience for all.

Working closely with internal teams and external partners, the Event Coordinator will play a key role in ensuring that each competition is delivered efficiently, professionally, and in line with organisational standards. A strong focus on organisation, communication, attention to detail, and customer service is essential to the success of this role.

The Event Coordinator will be expected to work a minimum of 2 weekend events a month. The role also involves travel across Wales and Welsh Gymnastics are particularly looking for representatives in North and West Wales.



Main Areas Of Responsibility



Support and Administer the National and Area Competitions

- Liaise with relevant personnel to ensure an appropriate level of documentation is completed.
- Set up the competition entry system and ticket sales for competitions and events.
- Record all income and expenditure against events.
- Collate all PR information and results from events and forward to relevant communications’ personnel.
- Liaise and coordinate with the volunteers, venues, and others within the gymnastics’ community.
- Where relevant, attend identified competitions to provide support to the floor manager.
- Collate and feed back customer services experiences to support continuous development.
- Act in the capacity at event safeguarding and Wellbeing officer where required

Support Additional Events and New Opprotunities

- Support the wider Welsh Gymnastics’ team to organise and deliver events and opportunities to promote the work across Wales.
- Contribute to the project work in Welsh Gymnastics. Such as Safe Environments and Events.
- Contribute to the standardisation of events and the delivery of high quality experiences for all participants.

Compliance

- The role holder has a responsibility to ensure they comply with WG policy in relation to safeguarding, health & safety, data protection and equality, and highlight any known issues within the organisation and with associated partners.
- All appropriate duties within the scope of the role.

Person Specification

Knowledge, Skills

- Strong communication skills, both verbal and written.
- Good collaboration skills.
- Data management skills.
- Good IT skills, including Word Excel and Powerpoint.
- A good understanding of equality, diversity and inclusion.
- Good planning and organisational skills.
- Good customer service skills.
- Project management skills.
- Good administrative skills, requiring the use of Word, and Excel.

Experience

- Proven experience of keeping financial records.
- Proven experience of providing administrative support to support others
- Working with events.

Additional Requirements

- An enhanced Criminal record check with Barring list to be completed every 3 years
- A full driving License
- Evening and Weekend work is essential and the post holder will be required to attended a minimum of 2 evets a month
- Gymnastics Coaching qualification are deserable but not essential



The Package

Salary/Banding: £23,810 - £26,000 (pro rata - depending on experience) plus other benefit, including pension and life assurance.

Annual Leave: 26 days (pro rata, plus Bank holidays)

Type of Contract: Permanent; Part Time 22 Hours a week

Location: Cardiff - but will cover the whole of Wales

Team: Development

Reporting to: Events Manager

Equality & Diversity

Welsh Gymnastics is an equal opportunities employer. Details of our equality policy can be found on our website.

Welsh Gymnastics wants to meet the aims and commitments set out in its employee equal opportunities policy. This includes not discriminating under the Equality Act 2010 and encouraging equality, diversity and inclusivity within the workforce.

Filling this form is voluntary and can be completed anonymously. The information provided will be kept confidential and will be used for monitoring purposes.

For further information regarding the equal opportunities form, contact Carys Kizito via carys.kizito@welshgymnastics.org and, should you wish to, please return the form with your application (details on next page).

Privacy Policy

For information about how we use and store your data can be found [here](#).



How to apply

Applicants are required to submit their CV and cover letter (no more than 2 A4 sides) to explain how their skills and experience align to the person specification of the role to hr@welshgymnastics.org. The applicants' cover letter will be used for shortlisting, and we recommend you support your answers with examples.

The deadline for applications is the **11th of August** with interviews expected to take place on the 20th and **21st of August**.

