



PASSIONATE ABOUT SPORT AND TRAVEL?

Have you the passion to create and deliver accommodation and logistics infrastructure around the world's biggest sporting events?

Nirvana delivers the travel, accommodation and logistic infrastructure behind some of the world's biggest sporting events, in some of the most iconic locations.

Our portfolio of clients is growing rapidly and currently includes Ironman, British Triathlon, Spartan, GB Paralympics, Haute Route, West Ham, Celtic Football Clubs and World Rowing.

We are looking for Project Leads to join our young, dynamic and rapidly expanding Project Management Team.

A love of travel is a must and experience of delivering events or travel orientated projects a definite advantage.

So, if you are dynamic and passionate, love travel and have experience of delivering projects successfully, we want to hear from you. We will offer a competitive salary and full range of benefits.

To apply, please send your CV, with a covering letter to:

mail@nirvanaeurope.com

Job Specification

The Company

Nirvana started business over 20 years ago delivering the travel and accommodation infrastructure around the Great North Run, the world's biggest half marathon.

Today the organisation is a strategic partner and major supporter of some of the world's biggest sporting events and their athletes, officials and dignitaries. However, at its heart it is still a family business, passionate about sport and travel.

Over the years the company has developed a well-defined process "The Nirvana Way" of providing its customers with a portfolio of services to support their event journey.

This level of service has been acclaimed by sports men and women at all levels, from world champions to charity fun runners.

The team has a range of specialisms across travel, planning, contracting, logistics, marketing, communications and IT, all focused on supporting our customers achieve their sporting ambition. The long-term association with major events across the world gives us the ideal skill set and knowledge to deliver the travel and accommodation strategy for large organisations, groups as well as individuals and guest travelling or taking part in a sporting event or activity.

The Role

Project Lead, reporting to the Project Coordinator

Job Status

- Full Time
- Based at our Newcastle Office
- Frequent international travel and weekend working is required.

The Team

The Project Delivery Team report to the Project Coordinator and are responsible

for the scoping and delivery of the Nirvana portfolio of travel, logistics and accommodation packages.

The Delivery Team operate from the company's Newcastle headquarters but travel internationally to develop the Nirvana product around some of the world's greatest sporting events.

The objective of every Project Lead is to bring together the event, location, and logistics into one cohesive package that supports the athlete/supporter every step of the way on their sporting journey!

Role Summary

Design, scope and deliver the event project planning process for a specified portfolio of world-wide events. Ensuring each event is risk assessed, properly resourced, and delivered on time, within the agreed budget.

Procuring and contracting a range of local services including hotels and transfers to build the customer experience and deliver the required target margin, ensuring all contractual obligations are met on time and within the agreed terms and conditions.

Formally evaluate each project post-delivery and provide recommendations for future improvements.

The Person

Essential Knowledge/Experience

- Graduate
- Minimum of 2 years' experience working in an event environment
- Experience of assessing risks and writing a simple risk assessment
- Experience of budget monitoring
- Skills to develop strong, effective working relationships with key partners
- Excellent interpersonal, communication and presentation skills with the ability to relate well to people at all levels.
- Skills to develop strong, effective working relationships with key partners

- Willingness to work weekends and evenings
- Good team player with a positive and enthusiastic attitude
- Ability to work under pressure and prioritise competing demands
- Attention to detail and high levels of accuracy
- Strong administration skills with excellent time management skills
- Sound Knowledge of the Microsoft Office programmes specifically Excel, Word, PowerPoint and Outlook.
- UK driving licence and willingness to work and drive a vehicle of up to 8 seats abroad, as and when required.

Desirable

- Knowledge and experience of working within the travel industry
- Experience of negotiating and writing a basic contractual agreement between two parties
- Working knowledge of a second language
- Effective negotiator
- An understanding and appreciation of sport
- An interest in travel.

Key Duties and Responsibilities

- Work with the Business Development Team to scope the event project brief and build the delivery plan, budget and on-line sales brochure
- Work with the Project Coordinator and Director of Operations to value and price the constituent parts of the project in line with the company pricing strategy, to establish the selling price with the required margin
- Conduct site inspections and carry out and document a full risk assessment. When required liaise with the event Safety Advisory Group (SAG) to ensure the Nirvana project plan is integrated with the event schedule, taking account of any local restrictions that could affect traffic and travel
- Procure and contract the services and resources, including staffing, required to deliver the plan, ensuring all contracts

are logged on the company's contract database along with any payment schedules and deadlines

- Agree with the Project Coordinator and Director of Sales & Marketing the activation materials required for the event and manage the required inventory with minimal wastage. Ensure the event is listed on the Marketing & Communications Plan
- Create the event on-line brochure and present the key features of the package to the sales team. Act as a point of information for any ongoing customer questions that the sales team cannot answer
- Maintain a budget tracker of the event plan and review monthly with the Project Coordinator. Feedback any changes to the plan that could affect the agreed project objective
- Build national/ local relationships with suppliers to negotiate best prices for services, while ensuring quality standards and the financial status of the supplier, particularly if any deposit is required
- Research new products and services to meet local requirements around an event that would deliver additional consumer value
- Evaluate and review each event post-delivery and produce a report for the Project Coordinator.

Other Duties

This job description is a broad picture of the post at the date of creation. It is not an exhaustive list of all possible duties and it is recognised that the job could change and evolve over time. Consequently, the post holder will be required to carry out any other duties to the equivalent level that are necessary to fulfil the requirements of the business.