

## Job Description – Birmingham Ceremonies

### Coordinator - Transport & Fleet

<b>Job title</b>	<b>Coordinator – Transport &amp; Fleet</b>
<b>Department</b>	<b>Operations, Birmingham Ceremonies</b>
<b>Position Type</b>	<b>Full Time</b>
<b>Reports to</b>	<b>Operations Manager– Transport &amp; Fleet</b>

#### 1. Job Purpose

Birmingham Ceremonies is the production company delivering the Opening and Closing Ceremonies of the Birmingham 2022 Commonwealth Games, the largest multi-sport event to be held in England in the last 10 years.

Birmingham Ceremonies are looking for a Transport & Fleet Coordinator - to support the Ceremonies Operations Manager - Transport & Fleet across both the Opening and Closing Ceremonies.

The Transport & Fleet Coordinator will be responsible for administration of the Transport & Fleet team ensuring that accurate records are kept and filed appropriately in line with guidelines set down by the organisation.

This role is based in Birmingham and will suit someone with local knowledge of the area, community, and location. This role will focus on supporting the delivery of Transport & Fleet requirements for the Ceremonies.

The ideal candidate will be self-motivated with excellent office, and communication skills. A passion for and experience in live events and/or theatre.

Candidates must have the right to work in the UK.

#### 2. Key Responsibilities and Accountabilities

The role Includes:

- Work with the Operations Manager – Transport & Fleet, and Assistant Transport and Fleet Managers
- Support effective administration of data and information relating to Transport & Fleet.
- Attend and record all meeting minutes and action points for distribution.
- Assist the Operations manager to ensure that Ceremonies adhere to the Transport & Fleet policies, deadlines, and specifications of external stakeholders.
- Coordinate the Volunteer Travel Cards process.
- Raise and monitor purchase orders for approval when required.
- Budget management when required.
- Schedule and allocate all Ceremonies transport & fleet requirements.
- Attend Ceremonies meetings as required.
- Comply and respond to all OC and BCL procedural, administrative, and operational guidelines and instructions.
- Promote Equality and Diversity as part of the culture of the organisation.

- Respond to all OC and BCL procedural, administrative, and operational guidelines and instructions.

Transport & Fleet requirements comprise of the following areas:

- Ceremonies Crew Buses: Resource Management/Scheduling.
- Staff Fleet System: Resource Management/Use & Maintenance.
- VIP Fleet System: Booking Vehicles.
- Volunteer Travel Card Process: Re Validating Travel Cards.

#### **BUS SYSTEMS**

- Scopes and schedules Ceremonies cast/crew bus requirements.
- Work with the Ceremonies casting team to determine bus requirements.
- Work with the OC and OC suppliers in the provision of bus fleet and systems.
- Works with the OC to scope the bus hub/mall/layover set up, equipment and operations.

#### **STAFF FLEET SYSTEM**

- Manages the Ceremonies staff and contractor fleet.
- Works with the OC and OC suppliers in the delivery and operation of Ceremonies fleet.
- Manages the day-to-day scheduling, allocation and booking systems for fleet.
- Ensures that the Fleet remain in a first-class presentation standard.
- Works with the VIP Fleet team to deliver the Ceremonies VIP performers.

#### **VIP FLEET SYSTEM**

- Scopes and schedules the VIP performer ground transport requirements.
- Works with the OC and OC suppliers to identify and operate pick up and drop off locations.
- Works with the Ceremonies creative division to determine transport requirements and schedules.
- Coordinates the call up, stand by and scheduled VIP performer requirements.

#### **VOLUNTEER TRAVEL CARD PROCESS**

- Volunteer team to issue travel cards to cast/workforce volunteers.
- Cards valid for set number of trips.
- Volunteer team to monitor 'shifts' and update schedule to match 'trips'.
- Transport Team to process data to validate cards with additional trips as required.

This is an evolving position and responsibilities may change over time.

Person specification		
3a) Skills and experience required		
Area	Critical	Desirable
Skills & Ability	<ul style="list-style-type: none"> <li>• Experience managing and operating databases.</li> <li>• Excellent administrative and organisational skills (MS Office skills are essential for this role)</li> <li>• Strong written and verbal communication skills and excellent interpersonal skills</li> <li>• Accuracy and meticulous attention to detail</li> <li>• Ability to manage multiple priorities and work to a variety of deadlines</li> <li>• Understanding of stakeholder engagement and communications.</li> <li>• Energetic and dynamic individual with high level organisational skills, and an attention to detail with a focus on delivery</li> <li>• Resilient with an effective approach to resolving challenges and identifying solutions</li> <li>• Extensive experience in problem solving and conflict resolution.</li> <li>• Ability to build relationships, with speed and credibility, with people at all levels (internal or external)</li> <li>• Confident in handling complex budgets and working within stringent procurement processes/reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in live events</li> </ul>
Knowledge and Experience	<ul style="list-style-type: none"> <li>• Proven effectiveness in working on previous events or projects of a similar scale.</li> <li>• Experienced in budget management</li> <li>• Experienced in working within a multi-stakeholder environment</li> <li>• Familiar with Birmingham – the city the people, and the Arts and Cultural institutions and establishments</li> </ul>	
Qualifications	<ul style="list-style-type: none"> <li>• Educated to A Level or equivalent</li> </ul>	

3b) Personal Qualities	
Teamwork	<ul style="list-style-type: none"> <li>• Confident, enthusiastic, and pro-active self-starter, with a desire to further their experience</li> </ul>

	<ul style="list-style-type: none"> <li>• Embraces diversity and displays respect and loyalty to colleagues, the organisation, and partners</li> <li>• Engages effectively, and is considerate of and supportive towards others</li> <li>• Collaborative - taking the time to engage with team members and other departments within ceremonies.</li> <li>• Reliable and committed to success of the team</li> <li>• Embraces change and is adaptable</li> <li>• Able to multitask and willing to take on additional roles and tasks</li> <li>• Ability to work with discretion</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Natural communicator at all levels, approachable and knowledgeable</li> <li>• Open and transparent but also maintains trust and confidentiality</li> </ul>
<b>Commitment and results delivery</b>	<ul style="list-style-type: none"> <li>• Displays a high level of integrity and commitment.</li> <li>• Plans ahead and manages time effectively</li> <li>• Deals with ambiguity, flexible and creative in approach to delivery, and work with clarity of objective.</li> <li>• Resilient and positive through change and adapts positively</li> <li>• Willing to take accountability and ownership of tasks and problems.</li> <li>• Tenacious and seeks to overcome obstacles and challenges</li> <li>• Uses initiative to resolve matters within control and understands when to pass on relevant issues or incidents</li> <li>• Follows rules and guidelines</li> <li>• Provides high quality work that is fit for purpose</li> </ul>
<b>Motivation and drive</b>	<ul style="list-style-type: none"> <li>• Self - motivated and proud to be part of the experience</li> <li>• Passionate and committed individual</li> <li>• Demonstrates enjoyment in their work</li> <li>• Professional, polite, and approachable manner</li> <li>• Positive attitude and optimistic</li> <li>• Resilient and calm</li> </ul>

We are an equal opportunities organisation and Disability Confident employer, and we encourage applications from all backgrounds and communities.

To apply for this role please email [recruitment@birminghamceremonies.com](mailto:recruitment@birminghamceremonies.com) with your CV and Covering Letter.

On occasions where we receive a large number of applications, we may close the advert ahead of the publicised closing date.

We would therefore advise that you submit your completed application as soon as possible.