



Event Management Internship

Disability Sport Wales are looking for an ambitious, dynamic and resourceful **Event Management Intern** to join our team, to support the effective organisation and delivery of an inclusive event programme.

Responsible to: insport Senior Officer

Closing Date: 7th February 2022 (midday)

Location: Flexible (Cardiff or home-based with some travel to Swansea required)
Head Office is housed within the Sport Wales National Centre, Sophia Gardens in the heart of Cardiff.

Contract: 21 hours per week, 30 weeks fixed term

Salary: £9.50 per hour

Background:

The Federation of Disability Sport Wales (or Disability Sport Wales (DSW)) are the lead organisation in Wales for disability sport and sport for disabled people. We are a company limited by guarantee and a registered charity.

We share the vision for sport in Wales (an active nation where everyone can have lifelong enjoyment of sport) and our mission is to

influence, include, inspire, insport

We do this through the provision of specific programmes (DSWDO Community programme, insport, Performance Pathway Hubs) and services (Education and Training for those involved with physical activity (including sport)) which is intended to support a pathway of choice from initial engagement to performance sport at the highest level.

We are a small team of incredibly committed, passionate individuals whose shared purpose is to advocate for an inclusive approach within the sector.

DSW Value Statements

You will always be able to expect DSW (as an organisation and individuals within the team) to:

- **Champion Everyone** - We believe in meaningful opportunity, broad diversity and great achievement. People drive all that we do.
- **Proudly Welsh** - Together we are dedicated, passionate and welcoming
- **Value Growth** - We listen and learn, we nurture, share and support
- **Highlight Possibility** - We are ambitious, creative and resourceful

The Opportunity:

A 30-week paid internship for an ambitious, dynamic and resourceful individual to support a range of partners to deliver a Para Sport Festival in August 2022.

The successful applicant will have the opportunity to be involved in all aspects of the planning and delivery of the event, including the logistics, communication, and wider community impact.



You will be a diligent and organised planner, as well as a hands-on event support, who will bring energy and enthusiasm to this new role - ensuring that high quality experiences are delivered effectively through an eye for detail, an inclusive approach, and striving for a positive event experience for all.

Relationship management will also be crucial in this role, therefore, you should be confident in liaising with a wide variety of stakeholders, both internal and external, with the ability to negotiate to find solutions.

This is an opportunity to join an ambitious, creative and resourceful, incredibly committed team whose shared purpose is to advocate for an inclusive approach within the sector. For the successful candidate this opportunity will provide a platform to build their knowledge and experience.

Why should you apply for this role?

Benefits

- Be part of a supportive, dynamic and proactive team
- Person-focused policies and procedures
- Great annual leave allocation
- Work for an equitable and diverse employer, with strong professional ethics and values
- £9.50 per hour (21 hours per week, 30 weeks fixed term)
- £1,000 training bursary
- Branded team kit

How to apply?

You are asked to complete an Application for Employment Form (pages 8-13 in the attached recruitment pack) outlining information relevant to your experience and the details of the post outlined in the Role Description (pages 4-6).

If you would like to submit the Application for Employment Form via a BSL video, please do so, including all the information required.

Also, please return the Equal Opportunities Monitoring Form (pages 14 – 16 in this pack). Please note that this information is anonymous and confidential. Please send this information in a separate file attached to your email, entitled CONFIDENTIAL. This information will then be separated from your application form and considered ONLY for equality monitoring of the DSW processes and demographic through the recruitment phase.

Disability Sport Wales are a Disability Confident Employer, and welcome applications from everyone who considers themselves to be eligible for the role. We will work with all candidates and employees to ensure that they are supported to perform to their full potential.

If you would like to discuss alternative ways to submit your application, please contact us through the details below.

Applications should be submitted to office@disabilitysportwales.com.

For further information or an informal discussion please either:
email office@disabilitysportwales.com or call/text **Tom Rogers**, 07458031779