**Event Leaders Programme 2021/22**

**Application Form (non-NGB employee)**

This form should be completed by those who are employed by an event, private company or local authority. A reference contact from an NGB must also be provided and the application will not be accepted until this has been completed.

All components of the application must be submitted to knowledge.transfer@uksport.gov.uk by 5pm on Friday 30th April 2021.

**Applicant Details**

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| **Name** |  |
| **Job Title** |  |
| **Organisation** |  |
| **Email Address** |  |
| **Tel Number** |  |
| **Major Event Project** |  |
| **Major Event Project Date** |  |

**Development Sponsor**

Your application requires the backing of a ‘sponsor’ who will be able to support your

development journey. This is likely to be your line manager, but could also be your organisation’s CEO or Events Lead, or the Event CEO where appropriate or relevant.

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| **Name** |  |
| **Job Title** |  |
| **Organisation** |  |
| **Email Address** |  |
| **Tel Number** |  |
| **Role** | Sponsor / Line Manager - Delete as appropriate |

**Applicants should demonstrate the following:**

* They are self-led learners, with strong motivation and enthusiasm for actively engaging in personal development for the benefit of themselves, their future careers and their sport.
* They have a proven track record of a leading role within major sports events.
* They have an aspiration to lead an event within the British NGB major events system.
* They have passion and value for the impact of sport.
* They can show evidence of willingness and dedication to be part of the British NGB major event system for the future.
* They have a major event project to build into their learning journey.

**SPONSOR NOMINATION**

**This section should be completed by your sponsor within your organisation.**

1. Please explain why the applicant should be considered for a place on the Event Leaders Programme. Please refer to the criteria set out above and address all relevant points. (600 words max)

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1. Please outline, in your opinion, the key development areas of the nominated individual. (300 words max)

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1. **Support statement**

Please confirm your support for the points set out below and suggest any other ways you can contribute to your nominee’s development and the Event Leaders Programme. (300 words max)

Employers should demonstrate the following:

* Commitment to support 100% attendance at the workshops and other ELP related activities. Non-attendance at a workshop is only under pre-arranged or exceptional circumstances. Last minute cancellations due to event/other commitments are unacceptable as this will disrupt the integrated development plan which will be tailored to the group.
* Provision of clear perspective in relation to the organisation’s event objectives and how that translates to the applicant.
* Commitment from the sponsor to support the applicant’s development journey via;
	+ offering time and support for regular development planning sessions and debriefs to allow the applicant to exercise their development progress within their role
	+ an openness for the applicant to apply new concepts, approaches, ideas and skills to their project
	+ provision of a supportive but challenging development environment
	+ ensuring an open and honest dialogue to support the individual in their career development goals
	+ providing feedback and progress updates at agreed times to UK Sport to monitor effectiveness of the process and the programme

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**APPLICATION**

**This section should be completed by the applicant.**

**Part 1 – Written Application**

These questions are designed to help you reflect on what you would like to gain from the Event Leaders Programme and start to consider your development needs.

1. Describe what you view to be critical success factors for Leaders within the British NGB Events System. (500 words max)

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1. How would you describe your current leadership style? (200 words max)

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1. What skills and competencies do you feel you need to develop to best position yourself for a leadership position in the future and why? (200 words max)

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**Part 2 - Video Application**

Please submit a video recording totalling no longer than 15 minutes answering the following questions:

1. Why should you be considered for ELP and what do you want to achieve from the experience?
2. What are your motivations and aspirations for your future career pathway?
3. Describe an experience that challenged how you think about yourself and/or the world?
4. What is important to you in terms of how others perceive you and why?

The video can simply be recorded from a phone or computer and can be one video or separate video per question. Please upload the video(s) to YouTube and paste the link below.

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Notes for uploading to YouTube:

* If you record the video on your phone, then it may be easier to upload the video to YouTube directly via the YouTube mobile application.
* Please set your Visibility settings on the video to Private or Unlisted. Private means only you and people you choose can watch your video and Unlisted means that anyone with the video link can watch your video.
* If you set your settings to Private then you must invite Knowledge.Transfer@UKSport.gov.uk to view the video.
* If you have any questions or need any help with uploading the video(s) to YouTube then please contact Zoe.Draper@UKSport.gov.uk.

**Part 3 - CV**

Please submit your CV.

**Part 4 – Reference**

We require all applicants to have an NGB reference from the CEO or Events Lead. Please discuss your application with your referee and send them the reference form which can be found alongside this form in the Event Leadership section of the UK Sport website. References should be submitted by the referee to knowledge.transfer@uksport.gov.uk by 5pm on Friday 30th April 2021.

Please provide us with your referee’s contact details by Friday 16th April, so we can ensure we have received their reference.

**NGB Referee (CEO or Events Lead)**

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| **Name** |  |
| **Job Title** |  |
| **Organisation** |  |
| **Email Address** |  |
| **Tel Number** |  |

**All components of the application must be submitted to** **knowledge.transfer@uksport.gov.uk** **by 5pm on Friday 30th April 2021.**

If you have any queries, or require support with your application please contact Nicola Barker at Nicola.Barker@uksport.gov.uk.

Thank you. We look forward to reviewing your application.