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MLS CONTRACTS LTD (MLS)

EVENTS MANAGER

Closing Date: 22nd November 2026

MLS CONTRACTS LTD, SHEFFIELD - EVENTS MANAGER

INTRODUCTION

MLS are an experienced and dynamic major events, sports and leisure consultancy based in Sheffield, with an excellent reputation in delivering the full range of major events (from World Championships to Mass Participation) and own brand events across the UK and overseas. It works with international and national federations of sport, with major cities, commercial clients, and charitable and community partners, in delivering great experiences for all those involved with sport, leisure and events.

We are seeking a full-time self-motivated individual who enjoys working in the sector with good organisational, event management, IT, and verbal skills. The role involves the need for effective, consistent, and engaging communication with a range of clients at all levels, so that people are well-informed and enjoy their experiences of collaborating with the company.

You will be joining a team of key consultants/event managers that will operate a range of projects across several clients, but your main project will be the delivery of the annual, multi-sport, **Westfield Health British Transplant Games** held in the summer.

In 2027, the Games will be staged in Birmingham (29th July to 1st August) involving over 2500 accredited people of which circa 1000 are competitors with a life-saving transplant. The Games have grown over the past years, attracting increasing awareness from the media and increasing the region's organ donor registrations. The Games will celebrate its 50th anniversary and the host city will be Portsmouth where the World and British Games were originated.

The appointed individual will be supported by the MLS team and but quickly grow to become the Event Manager of the British Transplant Games and have opportunities to engage with other Projects and clients in the company.

You will typically work 37.5 hours per week, Monday to Friday, based at MLS's offices, however on occasions you will have to work over some weekends to support the delivery of events. You will be offered time off on other days or appropriate remuneration. **If working away is something you are unable to do, then it is better you do not apply.** We do need a degree of flexibility in working hours as working in sport we are operating with live deadlines, and these have to be met.

THE WESTFIELD HEALTH BRITISH TRANSPLANT GAMES

About the Games: www.transplantactive.co.uk

MLS have a turnkey agreement with Transplant Active, the charity that promotes sport and physical activity amongst transplant recipients and in turn raises awareness of the benefits and need for organ donation. The Games are the charity's flagship event and is a festival of participation and well-being as well as competition, involving people with a wide range of abilities, diversity, and ages.

The Games are held over four days comprising twenty-four competitive and social sports integrating transplant patients with donor families, live donors, clinicians and other members of the Games family. The Games have an Opening Ceremony and Celebration Events and is the nation's largest promotional event celebrating the success of organ donation, and as such MLS work closely with NHS Blood and Transplant.

The Role

The primary role of the Event Manager is to support the Event Director and Senior Management Team to ensure that the British Transplant Games is well administered and delivered which involves:

- Regular communication with Team Managers (c 60 in the UK); to inform and support them in registering their athletes and associate families/carers/supporters on to the Games Management System.
- Operate the Online Games Management System so that entries are being monitored, anticipating any potential issues.
- Regular communication with the host City, and future host cities, and groups that support the successful staging of the Games including:
  - Stakeholder Board – Strategic – Led by MLS
  - Operations Group – Delivery – Led by MLS
  - Marketing and Communications Group – Promotion and Profile – led by PR agency
- Organising and attending the above group meetings including minute taking, setting the agenda, and ensuring that actions are followed through prior to the next meetings.
- Working with the appointed sports managers to ensure the running of all sports competitions are organised in the appropriate manner, including entries, venues, equipment, results and volunteers.
- MLS is responsible for the raising of all necessary funding for the Games, and this role is undertaken by MLS' Directors, but you will be expected to assist colleagues in the acquisition and servicing of sponsors/partners.
- Selecting, appointing and liaising with all venues for the Games and ensuring they have clear information and schedules etc.
- Work with external contractors and staff in the build-up to and during the delivery of the Games to ensure a cohesive delivery of the Games (e.g. Medical providers)
- Alongside the appointed PR & Marketing Company ensure the website and social media is kept up to date.
- During the Games, with the support of the Event Director and Senior Event Manager, manage a team of MLS extended staff members/contractors to deliver the Games.

Involvement with other events that the company is staging, is important in terms of your personal development and learning, which will assist you with delivering the annual British Transplant Games. However, the amount of time spent on non-British Transplant Games activities will be managed in accordance with the progress made aligned to the Games Project Plan.

PERSON SPECIFICATION

We are looking for the right person to fit in within our MLS Team, where staff are committed to delivering magnificent events and results to their clients. We are a diligent and uncomplicated organisation who take immense pride in what we do, enjoying the world of sport and events.

We need people with a "Can Do" attitude and like the rest of us, "graft" when necessary and be rewarded through flexible working practices, so long as the job is completed professionally, safely, to time and to budget. Event delivery, however, is often not 9am – 5pm and does involve some weekend working, which is non-negotiable and crucial to the delivery of the Games.

We are looking for someone who is pro-active, adds value and is interested in growing with the role and with the business. However, we do value staff who provide us with a backbone of consistent and diligent administration, communication and planning which is the springboard to all successful events.

You may have a recent relevant degree, but you will need to demonstrate at least two years' experience in the field, where you were involved in the planning and delivery of events. Alternatively, you may not have a degree but have worked in a related event or multi-project environment and have experience of events and multi-tasking that will make you suitable for the role.

You will need to be organised and can co-ordinate others.

You will need excellent IT skills and use of spreadsheets, word, power point, and other tools that provide efficient methods of organisation, presentation, and data capture.

You will need a confident telephone manner and be engaging particularly with clients and the many participants and stakeholders across the company's projects.

Ideally, we need someone who has a full driving licence and can drive company vehicles as and when necessary. We reimburse people if personal cars are used on shorter journeys.

SALARY AND BENEFITS

37.5 hours per week which normally is Monday to Friday but as events often involve weekends and bank holidays, we will expect staff to work these days and take time off on other days.

If staff work longer than the standard hours, we offer time off in lieu.

Remuneration

Salary Range will be £30,000 - £32,500 though a higher salary will be considered for a more experienced candidate.

Pension

Statutory contributions will be made to the company's pension scheme, or a contribution can be negotiated to any private scheme the individual holds.

Holidays

In addition to statutory holidays, in the first year the company offers 5 weeks holiday in any calendar year. Should holidays not be taken, the company cannot offer financial remuneration unless by prior agreement. In the second year of employment, holiday entitlement rises to 5 weeks.

Tickets to Sheffield Sharks Home Games

MLS is a sponsor of the Sharks. MLS staff and their immediate family are offered complimentary match day tickets for Sharks home games.

Flexible Working

Whilst the company is prepared to have some flexibility about both working patterns (hours and location), the role requires the individual to be largely office based, unless travelling to meetings and/or events, and must attend the all events involving the British Transplant Games in the build up to the Games itself.

Probationary Period

The company reserves the right to terminate this agreement in writing providing a maximum two weeks' notice within the six-month probationary period of employment. This will be on the grounds of performance and compatibility.

APPLICATION PROCESS

To apply for this role, please send in your CV and a covering letter (maximum 2 pages of A4), addressed for the attention of Yuri Matischen, Managing Director, (yuri.matischen@mlsgb.co) explaining why you would be the right person for this role. Please include a summary of your key skills and the period of notification required in your current post. We will require two referees who will be contacted in the selection process.

Closing Date for applications: Sunday 22nd November 2026

Unfortunately we will not be able to contact anyone who is not shortlisted.

Interviews: Week commencing 30th November at the offices of MLS.

Start Date: Early January 2027 or sooner.

For any further questions, please feel free to e-mail Yuri Matischen prior to the interview date.

Yuri.matischen@mlsgb.co

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