

Fencing Singapore (FS) is the National Sport Association (NSA) for Fencing in Singapore, an affiliated member of the Singapore National Olympic Council (SNOC), and a National Federation affiliated to the International Fencing Federation (FIE). We are inviting suitable candidates for the following vacancy:

## **JOB SUMMARY**

**Job Title : Events and Marketing Manager**

**Reports to : General Manager, Fencing Singapore**

### **Purpose Of Job**

The Manager is responsible for carrying out High Participation & Industry Development related and operational duties and tasks for Fencing Singapore (FS). Successful candidate would be requested to enroll in the Professional Conversion Programme (Enhanced) at Singapore University of Social Sciences (SUSS) to help build up your capabilities and ensure that you are well-equipped to take on the needs of the position.

### **Job Description**

- (1) To report to the General Manager and work closely with the Executive Committee (Exco) Vice-Presidents for High Participation & Industry Development pertaining to the two focus areas. To manage all FS events, marketing and partnership needs.
- (2) High participation duties will include, but not limited to, the following:
  - (a) Events management for all FS organized activities
  - (b) Draw up and implement plans to increase the number of people taking up fencing
  - (c) Work with schools on Learn-To-Fence Satellite centres
  - (d) Work with MOE on National School Games (NSG)
  - (e) Work with MOE & National Youth Sports Institute (NYSI) on the Junior Sports Academy (JSA) programme
- (3) Marketing duties will include, but not limited to, the following:
  - (a) Within the management structure of FS, assist in planning all functions as well as local and international events
  - (b) Ensure that teams and officials concerned are aware of publicity plans in advance of events
  - (c) Ensure that all FS branding, marketing, communication and publicity needs are met and that responsibilities are carried out adequately and on time
  - (d) Attend and oversee all events to ensure that the plans function smoothly
- (4) Partnership duties will include, but not limited to, the following:
  - (a) Source and increase new partners, sponsors, donors and volunteers for FS
  - (b) Liaising and servicing of partners, sponsors, donors and volunteers for FS
  - (c) Maintain regular communication with new and existing partners, sponsors, donors and volunteers in developing the sport
- (5) Administrative duties will include, but not limited to, the following:
  - (a) Liaise with affiliates / schools of FS on general marketing and communications matters through quarterly updates and ad-hoc correspondences, newsletters and/or announcements on all matters (e.g. competition organization, fencing

- activities etc)
- (b) Liaise with affiliates / schools of FS on any memberships and volunteering related matters.
- (6) All duties as laid out as per the Fencing Singapore Operations Handbook supplied and adherence to the Fencing Singapore Codes of Ethics, Disciplinary Procedures & Safety Guidelines

### **Requirements**

- Degree holders
- Passion in Olympic sports and events management, with a flair for branding and marketing would be highly necessary.
- Knowledge of sports management, marketing or branding will be an advantage.
- Familiarity with the working processes for Sport Singapore and Singapore National Olympic Council (SNOC) would be advantageous.
- Independent worker and a team player
- Must be willing to work long hours and on weekends
- Good communication skills (both written and spoken in English) and public relations skills
- Competence with computer software especially with Microsoft Word/Excel/Powerpoint, competence in graphics design software and web design software would be advantageous.

Interested and qualified candidates, please submit your detailed resume with a recent photograph, year of birth, mobile contact number, email and postal addresses, stating your academic and professional qualifications, experience, spoken and written languages proficiency, current and expected salaries and benefits by **9<sup>th</sup> Dec 2018 (Sunday, 23:59 hours)** to:

### **Fencing Singapore - General Manager**

Email : [fsgm@fencingsingapore.org.sg](mailto:fsgm@fencingsingapore.org.sg)

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Appointment will be on a fixed term contract.

We regret that only shortlisted candidates will be notified. Applicants who are not invited for interview within 3 months may consider their applications unsuccessful.

All applications will be treated in the strictest confidence. Data collected will be used for recruitment and other employment-related purposes only.