

Job description

Job title:	Events Executive
Division:	Events
Grade:	Wider Team
Reports to:	Events Team Manager
Direct reports and team:	None
Size of budget:	Up to c£300k
Overall purpose of the role:	<ul style="list-style-type: none"> Working closely with the Event Manager and other team members, the role holder plays a crucial role in the planning, co-ordination and execution of a wide range of both client and owned events, ensuring seamless delivery and client expectations are met. Lead project management responsibility on a number of small and medium scale events (client and owned events) and management of allocated events from conception to completion in all aspects to include delegate registration, programme management, sponsorship and exhibition management and all operational elements
Key objectives:	<ul style="list-style-type: none"> Effectively support the delivery of quality allocated events and supporting elements in line with key targets Set up, maintain and manage the Sponsorship and Exhibition (SPEX) system to ensure a smooth and efficient process for the sponsors and events team.
Date:	May 2024

Responsibilities

Key responsibilities		% of time
Strategic:	<ul style="list-style-type: none"> Understands the scope of the Event contract(s) and escalates any deviations as appropriate. 	5%
Client & Stakeholder Management	<ul style="list-style-type: none"> Understand business, products and key stakeholders. Gather feedback from clients, attendees and team members to evaluate the success of events. Prepare post-event reports recommending and implement plans around delegate feedback, future activities, trends and results Serve as the primary point of contact for clients, ensuring their needs and expectations are met. Maintain strong relationships with all stakeholders. 	15%
Operational:	<ul style="list-style-type: none"> Event management of all relevant aspects of specific events to include delegate registration, programme management and venue management Ensure that specified events are compliant with all relevant governance rules and regulations, eg, ABPI. 	60%

	<ul style="list-style-type: none"> • Attending onsite as required • Assist in the development and execution of event plans, timelines and budgets. • Co-ordinate with internal teams and assist with the creation and distribution of marketing materials. • Support event set-ups, execution and breakdown as necessary. Troubleshoot any issues arising through timely and effective solutions. 	
Financial:	<ul style="list-style-type: none"> • Assist in the production of event budgets, event budget management and reconciliation within agreed timeframes. 	10%
People:	<ul style="list-style-type: none"> • Support project teams linked to allocated events • Support the culture of continuous improvement within the team. 	10%

Person specification

Skills and experience	
Technical skills:	<ul style="list-style-type: none"> • Demonstrate an awareness of resource and budget planning • Demonstrable ability in management of event systems.
Experience:	<ul style="list-style-type: none"> • Experience and/or demonstrable knowledge of working within an events environment. • Ability to work in a project management environment
Behavioural competencies:	<ul style="list-style-type: none"> • Ability to work well in a busy environment and act calmly under pressure • Demonstrates exceptional customer service with a 'can-do' attitude, comfortable in saying 'no' to clients when required • Strong organisational and multitasking skills • Ability to work independently across multiple projects and have a solution focused approach to problem solving • Flexibility to work additional hours, evenings & weekends during events. • Excellent interpersonal, networking and client management skills • Commercially minded and results-driven—looks to evaluate and improve the effectiveness of processes and systems • Demonstrable commercial awareness
Other relevant requirements:	<ul style="list-style-type: none"> • Valid Passport holder • Willingness to travel in the UK and overseas