

JOB SPECIFICATION

Events Administrator

Role & Key Tasks

This financial services team is looking to recruit a bright and enthusiastic Administrator/Assistant to join the Event team which covers our four highly respected and well attended annual award ceremonies.

This is a new role assisting the Head of Events working on high profile award ceremonies from beginning to end. You will gain knowledge on the processes and strategies to ensure our events are best in class, while remaining independent and trustworthy. You will be encouraged to make valued contributions to the day-to-day running of all the events as we look for new ideas and fresh approaches to ensure our events stay relevant and valued in the industry.

Specific tasks will include:

- General event strategy, including assessment of competitor events, analysis of our own past event performance, staying abreast of industry news impacting our events or categories.
- Supplier assessment and communication, including venues, production, host agency and others.
- Event marketing tasks, including email and social media, working with graphics team to ensure branding consistency.
- Coordinating entry processes, voting surveys and testimonial capture.
- Working with sales teams to optimise attendance at the ceremonies.
- Guest/attendee logistics, including managing table bookings, special requests and guest changes.
- Sponsor liaison, including ensuring branding and sponsorship deliverables are actioned.
- Attending and overseeing each event, as well as travelling to site inspections and education/networking visits (most travel is to and from London and will require some overnight stays and out of hours work).
- Management of post-event communication to winners and assessing the impact of the event through monitoring logo usage.

We are looking for the following **skills and qualities:**

Essential:

- The ability to communicate clearly and effectively (both in written form and face-to-face).
- Multi-tasking and workload prioritisation – ensuring the management of peak as well as lower activity times.
- A strong customer service ethic.
- A good level of problem-solving skills.

Desirable

- Social media experience (with an appreciation of its application in a corporate environment).
- Familiarity with Microsoft Excel.
- Data analysis experience.

This role would suit someone who has excellent administration, organisational and communication skills and an interest in events and award ceremonies. Self-motivated, enthusiastic, confident and articulate are just some of the personal attributes we are seeking in the successful candidate.

Attendance at the awards is a requirement of the role as well as visits to and from London and will therefore require overnight stays and out of hours work.

If you feel you have the right skills, an interest in events and awards and the desire to work in this busy and demanding team then please forward your CV and covering letter to Melissa Paulden, Recruitment department, The BNC. melissapaulden@thebnc.co.uk

Closing date for applications is Friday 27 April 2018.

Salary and Conditions

Salary: £18,000 per annum.
Hours: Core hours are 9.00am-5.00pm Monday to Friday.
Holidays: 25 days per annum plus statutory holidays.
Benefits: Free parking.
Enhanced workplace pension scheme.
Group Life Insurance.