

EVENT COORDINATOR – REF BNC 189

Reports to: Head of Events

Working with and advising individuals and entire companies, this organisation inspires success in businesswomen at any stage of their career. It also engages with firms to ensure equality and opportunity in the workplace.

Job Purpose

Reporting to the Head of Events, the Event Coordinator plays a key role in the successful delivery of events by providing administrative and onsite support. Events are at the heart of what they do; therefore they are looking for a keen, energetic Event Coordinator to support in the delivery of high quality events in line with the organisation's high quality standards.

Role Overview

- Providing administrative support for all events / talent and performance programmes
- Managing comms/deliverables with delegates, Muses, exhibitors, award finalists and table sponsors
- Onsite support at all events
- General office support

Key Responsibilities

- Manage all logistics and comms
- Maintain key databases/logs for all events eg finalist/award nominations
- Manage finalist communications
 - To liaise with the Marketing team on the PR channels relating to the finalists and winners of each awards programme
- Manage contractual deliverables with exhibitor and table sponsors Event registration – bookings, payment and dealing with all related enquiries
- Awards nomination process – maintaining files, confirmation emails and all related queries
- Create related event materials such as evaluation forms, PowerPoint presentation templates, briefing documents, delegate lists and exhibition flyers
- Onsite support at all events – assist in event setup and key responsibilities on the day
- Post Event procedures – collation of evaluation forms, de-brief notes, testimonials, all relevant logs

BNC RECRUITMENT

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Free of charge to members of The BNC



- Produce and upload relevant event web content, case studies and success stories in line with the web strategy, managing the Events and Awards web content areas.
- General office support – handling phone queries, post, minute taking, booking travel and other ad hoc administrative duties supporting the general team and Directors.

Skills

- 2-3 years' event administration experience
- Exceptional administrative skills
- Meticulous attention to detail
- Fantastic interpersonal and customer service skills
- Adept at building relationships with key clients
- Excellent written and verbal communication skills
- Minimum Intermediate Level for Microsoft PowerPoint, Excel and Word as well as competent database skills
- Experience using CMS, image manipulation (e.g. Photoshop/InDesign) and publishing online

Attributes

- A passion for admin
- Team player – an all-rounder with a positive 'can-do' attitude
- High energy and proactive
- Outgoing and enthusiastic
- Articulate and a fantastic communicator
- Able to work well under pressure

Please submit CVs to Melissa Paulden at The BNC - QUOTING REFERENCE 189 - who will then forward all appropriate candidates to the hiring company: melissapaulden@thebnc.co.uk