

BNC RECRUITMENT

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JOB TITLE **Events Executive (maternity cover)**

INDUSTRY: **Membership Organisation**

REF: **BNC222**

Grade: 5

Salary: £24,000 - £26,000 per annum pro rata (depending on experience)

Tenure: Fixed term contract until 31 July 2020

Location: Central London

Department: Events

Directorate: Member Operations

Reports to: Events Operations Manager

Key Relationships

Internal: Conference Production team, Customer Contact, Sponsorship team, Events Marketing team, Finance department, Governance and Engagement team

External: Delegates, speakers, suppliers, sponsors

DESCRIPTION OF DUTIES

Overall Purpose:

Reporting to the Events Operations Manager, the Events Executive (maternity cover) is responsible for the successful operational delivery of a portfolio of the institution's events, comprising conferences, seminars, webinars and lectures.

The postholder is expected to manage end-to-end event operations including supplier liaison relationship management, budgeting, stakeholder liaison, onsite delivery and customer experience, with the support of the Senior Events Executive.

KEY PERFORMANCE AREAS

Pre-event logistics and operations

Being the main point of contact for speakers and sponsors.

Liaising with suppliers (venues, AV suppliers, signage providers etc.).

Collating and co-ordinating all on-site event collateral (event guides, badges, delegate lists etc.).

Researching event innovations and building relationships with suppliers to ensure events are relevant and competitive.

Onsite

Acting as the main point of contact for venue, suppliers, speakers, committee, sponsors and delegates.

Overseeing and managing build-up, live event and break-down.

Assuming full onsite responsibility for all staff onsite, ensuring the event runs to time and the highest level of customer experience is maintained.

Sponsorship fulfilment

Liaising closely with sponsors before, during and after the event.

Fulfilling sponsor deliverables and contractual obligations.

Upselling and recharging of additional requirements where applicable.

Researching event innovations and building relationships with suppliers to ensure events are relevant and competitive.

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Budget management

Working to budget and keeping expenditure ledger up to date at all times.

Processing volunteer/speaker expenses in a timely fashion.

Taking full budget responsibility.

Ensuring regular and timely expenditure reconciliation with finance department, with the support of the Senior Events Executive.

Administrative support

Co-ordinating wash up calls/meetings and collating feedback from delegates and stakeholders.

Submitting invoices for payment and requesting cost reports.

Arranging staff travel and accommodation when applicable.

Monitoring and reporting on customer feedback, implementing process changes when required to continually improve standards.

High standards of delivery are essential across the board to ensure all events meet quality, customer service and satisfaction standards, whilst maintaining value for money and adhering to predetermined budgets.

Since job descriptions cannot be exhaustive, the post-holder may be required to undertake other duties which are broadly in line with above key responsibilities.

The post-holder is expected to observe and comply with all IMechE policies and regulations, for example Code of Conduct, Health and Safety, Data Protection, Equality and Diversity etc.

KEY ATTRIBUTES / PERSON SPECIFICATION

Essential:

Customer focused, driven to provide an exceptional customer experience.

Confidence in communicating with people at all levels of seniority, and proven experience of building relationships.

Ability to work on own initiative or as part of a team, with strong problem-solving skills.

Outstanding time management, with excellent prioritisation skills; ability to work on multiple projects meeting demanding deadlines that may at times conflict.

A proven creative thinker, with a solid, solutions-driven attitude and ability to use initiative and recommend suitable alternatives when time/budget constraints may arise.

Meticulous attention to detail.

Enthusiasm for taking ownership and accountability of events and projects.

E-literate and competent in developing, administering and using PC and associated networks and systems (e.g. Word, Excel, PowerPoint, Outlook).

Willingness to take responsibility for his/her own self development and for identifying any additional training needs.

Desirable:

Educated to degree level or equivalent.

Demonstrable end-to-end event operations experience.

IOSH Managing Safely or equivalent health and safety qualification.

An interest in engineering and technology

Other: Due to the nature of events the post holder will occasionally be required to work additional hours outside of their contractual working hours, including evenings and weekends. A reasonable amount of travel with occasional overnight stays may be necessary.

Submit all CVs to melissapaulden@thebnc.co.uk

- QUOTING REFERENCE BNC222 -