

## **JOB TITLE** Events Co-ordinator

**Industry:** Insurance

**REF:** BNC219

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**Skill Band: Marketing & Communications**

**Location: United Kingdom - London**

**Type: FTC (12 months' maternity cover)**

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### **The Role**

The Events Co-Ordinator is the team member who supports the delivery of a broad range of programmes, events and training sessions

### **What Will You Do?**

- Support the planning and delivery of a series of programmes, events and training sessions.
- Manage all team administrative duties; including collating information and updating events team planner and corporate calendar, sourcing content and updating website and intranet, creating online invitations and banners.
- Support the team with all aspects of delegate management; building guest lists on current CRM system (Interaction), monitoring and following-up on responses, providing attendee reports on demand, reconciling lists on completion of events.
- Provide on-site logistical support for London/UK based events including event set up, badges, overseeing catering, Audio Visual set-up, etc
- Manage all events budgets ensuring that all event-related costs are recorded and tracked, generate purchase orders and managing the invoice process.
- Providing ad hoc support required to the Senior Events Manager and team on a range of events and visits around the world
- Manage and co-ordinate event corporate merchandise, promotional banners and badges supplied across the business, maintaining a log and ordering new supplies.
- Manage the production of a quarterly feedback report across all events to ensure events are meeting the needs of the market and to continually improve future events and activities.
- Escalate issues to the Senior Events Manager demonstrating sound judgement to minimize risks at any Lloyd's events

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- Protect the Lloyd's brand and ensure brand guidelines are adhered to at all times.
- Ensure all events activities and materials are compliant from a regulatory and legal perspective

### What You'll Need

- Able to quickly build a network of contacts, inside the Corporation, around the Lloyd's market and with suppliers and partners.
- Solid project management and organisational skills to oversee/deliver concurrent projects/workstreams.
- A problem solver, with a strong attention to detail.
- Equally confident and able to work autonomously as in a team.
- Excellent oral, written and interpersonal communication skills.
- Highly organised, able to respond to changing priorities, rapidly assimilate new information and work under pressure to meet tight deadlines.
- Ability to work with a global team in a client oriented environment.
- Intermediate to Advance Microsoft Office Skills including Word, Excel and PowerPoint
- Good understanding of events management process and mechanisms
- An established track record of event planning, project management, delivery and evaluation.
- Experience of delivering in a fast-paced / high volume events environment.
- Experience of working in a global, multi-disciplinary marketing or events team.
- Experience of liaising with event suppliers to deliver excellent results and value for money
- Experience of working in (or with) a corporate environment, financial services sector or other highly regulated industries.
- Experience of working with delegate management databases, event management systems and apps
- Professional qualifications in either marketing, communications or a related field are welcome
- As the successful candidate, you can expect to be rewarded with a competitive salary, an enviable range of benefits.

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## How to apply

**APPLY FOR THIS JOB TODAY!** Submit all CVs to  
[melissapaulden@thebnc.co.uk](mailto:melissapaulden@thebnc.co.uk)  
**- QUOTING REFERENCE BNC219 -**

BNC Recruitment  
01344 771 159  
[www.thebnc.co.uk](http://www.thebnc.co.uk)

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