**Job Description – Event Manager**

**Key Objectives & Purpose:**

* To manage your own events
	+ UK events, no more than 20 suppliers and 20 support staff required on site
* To ensure outstanding operational excellence
* Achieve margin percentage set for each event
* To live and breathe our values ensuring they are at the heart of all business relationships and decisions.

 **Role Responsibilities**

* Compiling & presenting proposals to clients.
* Managing bookings from initial enquiry, budgeting, creating proposal, presenting and accounting.
* Conceiving innovative and creative events.
* Presenting plans and proposals to clients.
* Individual event budget management.
* Adhoc on supporting events on-site to offer full event management (includes regular time away from home and overnight stays)
* Attending trade events etc. to promote the company.
* Liaising with suppliers and DMC’s.
* Invoicing and general administration.
* To attend a minimum of two client events per year. This will probably be out of office hours.  They are fun and give you an opportunity to meet your clients and gain product knowledge by seeing and experiencing new venues.
* To attend 4 KIT days a year (Keeping in touch days with our clients)

**Experience**

* Graduate from university or 2 years’ experience in a client / agency in the events division
* Previous experience in managing and successfully completing your own events from brief to post event with on site experience
* Experience of managing events with a budget of £250,000

**Skills & Qualifications**

* Understanding of groups and events (operational and financial)
* Creating innovative tailor-made events
* Negotiating skills
* Supplier knowledge
* Venue & destination knowledge – worldwide
* PC literacy including Excel, PowerPoint & Word
* Strong organisational skills
* Able to work under pressure and meet targets.

**Required Competencies**

* **Enthusiasm-** Being passionate about what you do and sharing this with your team, co-workers and clients
* **Accountability-** Being accountable for one’s own actions; taking ownership of work
* **Attention to detail-** The ability to process detailed information effectively and consistently
* **Initiative-** The ability to recognise and create opportunities and to act accordingly, rather than waiting passively for it to happen
* **Learning ability-** The ability to absorb new information readily and to put it into practice effectively
* **Negotiating-** The ability to obtain maximum results
* **Planning & Organising-** The ability to determine goals and priorities and to assess the actions, time and resources needed to achieve those goals
* **Verbal & Written skills-** The ability to communicate clearly in verbal or written language
* **Stress Management-** The ability to perform under pressure and in adversity whilst maintaining an enthusiastic, positive outlook and attitude

**OUR COMPANY VALUES**: Elegant, Together, Innovative, Real, Focused

**Reports to** – Head of Global Events

**Direct reports –** None

**Work Hours and Benefits**

* Monday – Friday, 9.00 am – 5.30 pm. Please note this role requires travel, which may incorporate an earlier start or a later finish. Please also note client event hosting is a necessary part of the role, which sits out of office hours
* xx days of holiday
* Company car or Company car allowance -if applicable
* Company laptop
* Company mobile phone -if applicable
* Annual financial target bonus- if applicable
* Long Service recognition scheme
* Monthly and annual employee recognition
* Flexible holiday scheme
* Death in service life insurance
* Access to travel industry hotel rates

**Signed**

**Date**