

## JOB DESCRIPTION

**Job Title:** Events Manager  
**Report to:** Director of Commercial  
**Salary:** up to £40,000  
**Location:** Remote with regular travel across the UK

## ABOUT US

As the business associations representing companies large and small in the engineering consultancy and environmental sectors, we at ACE & EIC are leading voices, influencing government, and other stakeholders in Westminster and across the UK.

## SUMMARY OF ROLE

Proactive and competent Event Manager will oversee and organise events across the ACE Group which will make an impact to the target audience. You'll ensure events are successful and cost-effective, paying attention to budget and time constraints. Additionally acting as a project manager, you will work alongside internal stakeholders including the communications team; seeking the best marketing and promotion techniques to ensure high attendance by members. ACE Group welcomes enthusiastic fresh ideas and the organizational skills required to not leave anything about an event to chance. Within the role you will act as a strong role model to junior team members whilst acting as the voice of members at every opportunity.

## RESPONSIBILITIES

- Support the Commercial Director in the creation of a short-, medium- and long-term commercial strategy within the event management space
- Own and develop the operational activities to deliver the commercial strategies through the events programme
- Strategically and operationally, plan events from start to finish according to requirements, target audience and objectives, working closely with the internal leads and external stakeholders
- Support the Group with suggestions to enhance the event's success, thinking creativity and linking to modern methods
- Prepare budgets and ensure adherence, alongside creating best value for investment
- Source and negotiate with vendors and suppliers, maintain contracts and SLAs
- Attend core events acting as the central coordination and risk manager
- Develop and mentor junior team members along with supporting the wide team members in their event management knowledge
- Lead promotional activities for the event
- Undertake analysis of all event's success and prepare reports for the leadership team, providing commentary on successes and improvement ideas
- When required act as the facilitator or host of meetings and events
- Continuously seek opportunities for process improvement and effective working solutions
- Undertake other reasonable duties as requested

## PERSON SPECIFICATION

- BSc/BA in PR, marketing, hospitality management or related field is preferred
- Educated with a high level of written and spoken English
- Proven experience as event manager gained from a range of online and in person events
- Exceptional project management skills and advanced knowledge of planning
- Knowledge and operational application of KPIs and marketing techniques for event management
- Outstanding communication and negotiation ability

- Excellent organizational skills and the ability to manage teams
- Innate ability to problem solve and think on their feet
- Customer-service orientation
- A team player with leadership skills and previous management experience
- A maturity to undertake difficult conversations
- Thrives on seeking to continuously improve
- Has a working style which is collaborative and creative
- Self-starter, high level of initiative, proven proactive thinker.
- Ability to work under pressure whilst maintaining a positive, professional attitude.
- Willingness to travel to face-to-face events
- Dedication to personal development and a drive for continuous learning
- Commitment to personal development and growth of others

## KEY COMPETENCIES

**Setting Direction** — Has the knowledge and gravities to positively influences the bigger picture at ACE/EIC and its members. Natural desire to enhance and improve working practices. Frequently seeking the opportunity to partake in debate and problem solve.

**Engaging People** – Leads teams and projects effectively, ensuring outcomes are achieved. Works collaboratively with members and is a team player, building supportive, trusting, and professional relationships. Innate capability to build and maintain stakeholder relationships at various levels internally and externally. Communication style is inclusive and engaging.

**Delivering Results** - Focuses on delivering timely objectives with energy, takes responsibility and accountability for quality outcome of the teams' work. Works in a way that is commercially sound and mindset of one which seeks to consistently add value. Natural passion and drive to implement a high performing team.