

# Events Officer

**Reports to:** Events Manager

**Salary:** £26,780

**Hours:** Full time, 35 hours per week

**Duration:** 12 – 18 month fixed term maternity cover

## Role summary

We are looking for an events enthusiast with an eye for detail and a flair for engaging people, someone who prides themselves on their organisational skills and the ability to juggle various aspects of events coordination and delivery to support a small but busy team. The successful candidate will be responsible for delivering their own portfolio of conferences and events for our members and will need to feel confident managing events from start to finish.

To understand more about our events visit our website:

[https://www.cfg.org.uk/events\\_and\\_training](https://www.cfg.org.uk/events_and_training)

## Who are we looking for?

You will:

- Be an excellent communicator able to liaise with a variety of stakeholders;
- Enjoy managing a project from end to end, from sourcing venues to evaluating and reporting on success;
- Self-motivate and prioritise a full workload managing risks and flagging opportunities as they arise;
- Be solutions focussed and seek out ways to improve processes in the team;

## Specific Responsibilities

We want you to:

### Project Management and delivery

- Provide full project management of assigned physical events and training including pre-event planning, with start-up and progress meetings executed for all events.
- To take full ownership of assigned webinar events and training including pre-event planning, liaising with the partnership team and external contacts, start-up and progress meetings and delegate admin executed for all webinars and training.
- Work with the Event Assistant to produce delegate packs and badges for conferences and members meetings.
- Ensure website & database content for events are always up to date and accurate.
- Collaborate with the marketing team to create effective marketing plans for all events and training.
- Source external venues meeting event requirements including catering, a/v and facilities necessary for a successful event.
- Work with the Corporate Partnerships team to secure corporate members as hosts where required.

- Prepare and distribute materials for events, e.g. hand-outs, training packs, electronic evaluation forms.
- Process events bookings where necessary and ensure the events inbox is well managed.

## Relationships

- Maintain excellent relationships internally to support the co-ordination and smooth running of events.
- Maintain a good working relationship with corporate member hosts and external venues.

## Planning and evaluation

- Contribute to team plans and develop project plans for own activities.
- Support the delivery of all events within agreed budgets - controlling costs wherever possible to ensure revenues for each event are healthy.
- Process electronic and manual evaluation forms
- Produce post-event reviews with recommendations to improve effectiveness.

## Additional responsibilities

- Represent CFG values at all times.
- Support the development of cross-departmental communication and working
- Assist with and attend CFG events taking advantage of networking opportunities.
- Provide administrative support to the events and wider team.
- At all times, work pro-actively to promote CFG's equal opportunities policies, both in respect of service delivery and employment issues; and to ensure the health, safety and welfare of the post holder, colleagues, members and visitors.

	<b>Essential</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ English and Maths GCSE or equivalent</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of delivering professional events or conferences</li> </ul>
<b>Skills/ Abilities</b>	<ul style="list-style-type: none"> <li>▪ Ability to work on own initiative</li> <li>▪ Proactive with excellent planning and organisational skills</li> <li>▪ Articulate, with excellent written and verbal skills</li> <li>▪ Problem solver and diplomatic</li> <li>▪ Ability to communicate at all levels</li> </ul>
<b>Knowledge/ Understanding</b>	<ul style="list-style-type: none"> <li>▪ Knowledge of end to end events management</li> </ul>
<b>Disposition</b>	<ul style="list-style-type: none"> <li>▪ Level headed and calm</li> <li>▪ Approachable, loyal and hardworking</li> <li>▪ Flexible and proactive</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>▪ Ability to undertake travel within the UK</li> <li>▪ Willing to work outside core hours on an occasional basis</li> </ul>

