



# **Deputy Events Manager**

## **Maternity Cover**

Fixed term contract up to 12 months

For every child, for every school, for the future of our region.



Dear Candidate,

Schools North East is approaching its 20th year as the region's dedicated, independent voice for schools. Over that time, we have grown into a highly successful, dynamic and influential charity, representing over 1,150 schools in the North East and 400 specialist schools nationally. Our reputation as the Voice of North East Schools is firmly established, trusted by our members, respected by policymakers, and recognised nationally.

We are now recruiting a highly motivated Deputy Events Manager to join our small but very successful team to provide maternity cover on a fixed-term basis for up to 12 months. This is an important delivery role within Schools North East, supporting the Events Manager to plan and deliver a high-quality events programme that provides practical support, insight and connection for schools across the North East and beyond.

The role requires someone with strong organisational skills, excellent attention to detail and the confidence to take ownership of allocated events from planning through to evaluation. You will support the delivery of a diverse programme of conferences, webinars, roundtables, training sessions and stakeholder events, helping to ensure that every event is well-run, financially sound, professionally delivered and valued by delegates, speakers, sponsors and partners.

This is a hands-on role in a busy team. You will need to work at pace, manage multiple deadlines, solve problems calmly and build strong working relationships with colleagues, suppliers, venues, speakers, sponsors and school leaders. You will also contribute ideas to improve the events programme, support income generation through delegate engagement, sponsorship and exhibitor activity, and help maintain the high standards associated with Schools North East events.

You will be joining a small, committed and high-performing team, where people take ownership, work flexibly and care deeply about the difference we make. If you combine strong delivery with initiative, creativity and a genuine commitment to supporting education in the region, we would be delighted to hear from you.

Yours sincerely,

Chris Zarraga  
Director, Schools North East



If you would like an informal conversation about this role please email Pauline Aitchison, Deputy Director: [p.aitchison@schoolsnortheast.com](mailto:p.aitchison@schoolsnortheast.com) to arrange a suitable time.

# Deputy Events Manager (maternity cover)



Salary:	£30,466 - 34,470 depending on experience
Contract:	Maternity cover on a fixed-term basis for up to 12 months. The contract will end upon the return of the substantive postholder from maternity leave or at the end of the fixed-term period, whichever occurs sooner.
Location:	Central Newcastle (with flexibility to work from home on Fridays)
Hours:	Full-time, 36 hours per week
Holidays:	30 days plus Bank Holidays
Travel:	Some regional and national travel, as required
Reports to:	Events Manager
Line Management:	No direct line management responsibility, unless deputising for the Events Manager.
Closing Date:	12pm Monday 29 June 2026
Interview Date:	6 -8 July 2026

To apply: Please submit your full CV, clarifying any gaps in employment, along with a cover letter clearly linking your skills and experience to the job description and person specification to [recruitment@schoolsnortheast.com](mailto:recruitment@schoolsnortheast.com), FAO Lindsay Gerencser.

## The Role

The Deputy Events Manager will support the Events Manager in the planning, coordination, delivery and evaluation of Schools North East's annual events programme. The role will take responsibility for allocated events and projects, ensuring that each one is delivered to a high standard, on time, within agreed budgets and in line with the charity's strategic priorities.

This is a key operational role within the Events team. You will work across conferences, online events, webinars, roundtables, training sessions, stakeholder events and other activities that bring together school leaders, business professionals, policymakers, commercial partners and wider education stakeholders. You will help ensure that delegates, speakers, sponsors and exhibitors experience Schools North East events as professional, purposeful and valuable.

Working closely with the Events Manager, you will contribute to the smooth running of the events programme by managing event logistics, coordinating suppliers and venues, supporting speaker liaison, maintaining accurate event information, contributing to marketing activity, supporting sponsorship and exhibitor delivery, and ensuring strong customer service before, during and after each event.



You will also play an important role in evaluation and continuous improvement. This will include gathering feedback, reviewing delegate and sponsor experience, identifying practical improvements, and helping the Events Manager to use evidence and insight to strengthen future events.

The Events Manager retains overall accountability for the events strategy, annual programme, income targets, budgets, commercial growth and team leadership. The Deputy Events Manager will contribute to these areas by delivering allocated events effectively, supporting income-generating activity, identifying opportunities for improvement, and ensuring that operational delivery reflects the quality and ambition of Schools North East. You will also deputise in the absence of the Events Manager.

## Join our team

This is an important role in the organisation, working with a team of similarly motivated and like-minded people with a strong desire to succeed, make a difference and support education in our region.

In your role, you will support and be supported by the wider Schools North East team, which includes a dedicated Events team, Finance & Admin team, Marketing & Communications team, and Policy team.

Key tasks will include, but are not limited to:

### Event Delivery and Operations

- Lead on the planning, coordination and delivery of allocated events, from initial briefing through to post-event evaluation
- Manage event logistics, including venue arrangements, delegate information, speaker requirements, supplier coordination, event materials, AV requirements and on-the-day delivery
- Ensure allocated events are delivered on time, within agreed budgets and to a consistently high standard
- Maintain clear event plans, timelines, task lists and records, ensuring colleagues have the information they need to support delivery
- Provide excellent customer service to delegates, speakers, sponsors, exhibitors and partners before, during and after events
- Support the Events Manager in ensuring that operational processes are effective, consistent and fit for purpose across the full events programme

# Join our Team



## Programme Support and Development

- Support the Events Manager to deliver a comprehensive annual events programme aligned with Schools North East's strategic priorities
- Contribute practical ideas for event content, formats, speakers, delegate engagement and continuous improvement
- Use delegate feedback, event data and stakeholder insight to help identify opportunities to strengthen the programme
- Support the development of online, hybrid and face-to-face events, ensuring that each format is well planned and professionally delivered
- Work with colleagues across the organisation to ensure events reflect current priorities for schools and provide tangible value to members and stakeholders

## Income, Sponsorship and Commercial Support

- Support the delivery of income-generating events, including delegate bookings, sponsorship packages, exhibitor activity and partner engagement
- Help identify potential sponsors, exhibitors, speakers and partners for allocated events.
- Liaise professionally with sponsors and exhibitors, ensuring agreed benefits are delivered accurately and on time
- Support the Events Manager with the preparation of information needed for sponsorship, exhibitor and delegate income monitoring
- Contribute to the development of commercial opportunities while ensuring that events remain mission-aligned and credible with schools

## Financial and Supplier Management

- Manage event-level budgets for allocated projects, tracking expenditure and income against agreed plans
- Obtain quotes, liaise with venues and suppliers, and support cost-effective procurement for event delivery
- Maintain accurate financial and operational records to support budget monitoring, invoicing and post-event reporting
- Support the Events Manager and Business Manager with the preparation of event information for profit and loss reporting
- Ensure contracts, purchase orders and supplier arrangements are managed in line with organisational processes

# Join our Team



## Marketing, Communications and Engagement

- Work with the Marketing & Communications team to support effective promotion of events
- Provide accurate event information, deadlines, audience insight and content for mailers, website listings, social media and delegate communications
- Support audience engagement by helping to identify target groups, school networks and stakeholder contacts for allocated events
- Ensure delegate communications are clear, timely and professional
- Help maintain the Schools North East brand and reputation through high-quality event materials, communications and customer service

## Team Working

- Work closely with the Events Manager, Events Coordinator(s) and wider team to ensure effective delivery across the events programme
- Coordinate tasks for colleagues, temporary staff, interns or volunteers where required for specific events
- Contribute positively to a small, busy and flexible team, undertaking practical tasks as required to support the wider aims of Schools North East
- Share learning, feedback and improvements to support consistency and quality across events
- Work flexibly, including occasional early mornings, evenings, regional travel and national travel where required

# Person Specification



## Essential

### **Event Delivery:**

At least 3 years' experience in event planning and delivery, including responsibility for coordinating events from planning through to evaluation

### **Operational Organisation:**

Highly organised, with strong attention to detail and the ability to manage multiple deadlines, tasks and priorities at pace

### **Problem Solving:**

Able to remain calm under pressure, solve practical problems quickly and respond effectively to unexpected issues during event planning and live delivery

### **Communication and Customer Service:**

Excellent verbal and written communication skills, with the ability to provide professional, responsive and high-quality customer service to delegates, speakers, sponsors, exhibitors, suppliers and colleagues

### **Stakeholder Relationships:**

Confident in building and maintaining effective relationships with a wide range of people, including venues, suppliers, school leaders, speakers, sponsors and partners

### **Income and Commercial Awareness:**

Experience supporting income-generating events, including delegate bookings, sponsorship, exhibitors, ticket sales or commercial partnerships

### **Supplier and Venue Coordination:**

Experience liaising with venues, AV providers, event suppliers and contractors to support high-quality and cost-effective delivery

### **Budget Awareness:**

Able to monitor event-level budgets, track income and expenditure, and maintain accurate records to support financial reporting

### **Technical Skills:**

Confident using event systems, CRM or database platforms, virtual event software, G Suite or similar tools, and basic AV equipment

### **Collaborative Working:**

A proactive, can-do approach, with the ability to work independently and as part of a small, busy team

### **Results Driven:**

Highly motivated, target-oriented and committed to delivering high-quality outcomes that support education in the North East

### **Sector Interest:**

An interest in, and ability to quickly understand, the education system and the issues affecting schools

## Desirable

Experience in the education, charity, or membership sector.