



**ED&I Events Coordinator/Manager**

Job Title:	Events Coordinator/Manager	Job Category:	Executive Management Administration
Location:	Work from Home (No Office Location)	Travel Required:	For certain REB physical events (when permitted)
Level/Salary Range:	Competitive Salary	Position Type:	Full time
HR Contact:	Sue Brown - MD	Date Posted:	18 April 2024
Will Train Applicant(s):	Yes	Posting Expires:	18 May 2024
<b>Organisation:</b>			
<p>Real Estate Balance (REB) is a leading campaigning and membership organisation working to improve equality, diversity and inclusion (ED&amp;I) in the real estate industry.</p> <p>Our members include different types of businesses, both large and small, from across the property sector.</p> <p>We work at all levels of the industry, offering a range of programmes, campaigns and events that help leaders accelerate progress on diversity, support middle managers to create inclusive workplace cultures, and empower the next generation of leaders to unlock their potential and thrive.</p> <p>Together with our members, we're working to create a real estate industry that's fairer, better-balanced and more equitable for everyone.</p>			
<p>Established in 2016, REB now has close to 130 corporate members and is still growing. It is a not-for-profit organisation.</p>			
<p>The Executive Management Administration team of 5, headed by the MD, run the organisation on a day-to-day basis. The team is supported by the REB board and committees, together with 3<sup>rd</sup> party providers for accounting, payroll, banking, media &amp; public relations, website hosting and IT services.</p>			
<p>For more details about REB and its activities, visit: <a href="https://www.realestatebalance.org">https://www.realestatebalance.org</a></p>			
<b>Job Description</b>			
<p><b>ROLE AND RESPONSIBILITIES</b></p> <p><b>New Position:</b> Due to the increase in REB memberships and activities, a new full-time events role is being created to support the executive team.</p> <p><b>Key Tasks</b> – support the MD in creating and delivering a member engagement and events programme</p> <ol style="list-style-type: none"> <li>1. Conception and collaboration of member events</li> <li>2. Promoting events to members, working alongside REB's external PR/Communications agency</li> <li>3. Managing event registrations and guest lists</li> <li>4. Responsible for line managing the events administrator</li> <li>5. Responsible for REB events planning, logistics, analysis (report &amp; presentation) and follow-up actions</li> <li>6. Attending meetings with members re event planning and development</li> <li>7. Reporting quarterly to the board and attending board meetings with the Executive team</li> </ol>			

**Detailed Responsibilities**

1. Develop, manage and deliver REB’s event programme (working with MD and ED&I coordinator):
  - o upload event listings to website;
  - o prepare invitations;
  - o liaise with host venues;
  - o oversee registrations & comms;
  - o obtain event feedback
2. Monitor and evaluate events including reviewing feedback and attendance
3. Coordinate the CEO Breakfasts series
4. Maintain the Events page on the REB website
5. Maintain a database of venues
6. Identify, approach and secure appropriate speakers and participants for events

**KNOWLEDGE & EXPERIENCE**

1. Events management and logistics
2. Knowledge (preferably working knowledge) of Microsoft Dynamics and Marketing
3. Knowledge (preferably working knowledge) of current best practices and trends in ED&I, including familiarity with key concepts (e.g. allyship, unconscious bias, intersectionality, etc.)

**PREFERRED SKILLS**

1. Windows 10/Office 365 including Word, Excel, PowerPoint and other capabilities
2. CRM and website management systems
3. Filing and organisational skills
4. Minute taking and assigning follow-up actions
5. Collaborative working in a small team environment
6. Working with board members/special advisors and committee members on reports, reviews, approvals and presentations
7. Real Estate industry knowledge

**ADDITIONAL NOTES**

Preference is for applicant to have own laptop/desktop with printing/scanning facilities.
