

## Job Description

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<b>Job Title:</b>	Events Manager
<b>Team:</b>	External Affairs
<b>Location:</b>	Westminster, London
<b>Reporting to:</b>	Head of External Affairs
<b>Working Hours:</b>	Full time

### Purpose of the Job

To lead the planning and delivery of NIESR's events programme, ensuring that events are professionally organised, well attended, and support the Institute's strategic objectives on impact, profile and stakeholder engagement. The post-holder will work closely with colleagues across External Affairs and research teams, and will act as a visible and professional point of contact for speakers, partners and attendees.

### Key Responsibilities

#### Event Planning

- Plan and coordinate a quarterly programme of events aligned with the Institute's strategy and broader research priorities.
- Research, in collaboration with Institute staff, suitable themes for event series.
- Develop clear objectives for each event, including target audience, attendance, format and desired outcomes.
- Build and maintain positive working relationships with key stakeholders, partners and sponsors, ensuring that events are well coordinated and delivered to a high standard.
- Coordinate the invitation, booking and briefing of speakers, liaising with the senior team to ensure that speakers are suitable and meet the needs of the Institute.
- Ensure that all events are promoted in a timely and appropriate manner, including creating content for the website, sending out event invitations to targeted audiences, and working with the communications function to ensure it is promoted via social media.
- Maintain all event listings on the internal planner and reservations diary, ensuring that everyone who needs to know is aware of the date and the relevant rooms are booked.
- Ad-hoc organisation of internal events.

#### Event Delivery

- Attend each event, coordinating on-the-day event delivery (including testing any technology), working with colleagues in the External Affairs team and throughout NIESR so the event positively contributes to NIESR's strategic priorities.
- Act as first point of contact for the event (including liaising with the speaker(s) and answering questions from attendees and/or sponsors), escalating any issues as appropriate to ensure that all participants know what is expected of them.

- Liaise with external suppliers (e.g. any external venues, as well as caterers and audio-visual specialists) to ensure a smooth event delivery.
- Conduct on-the-day briefings for speakers, the Chair and any panellists so they are familiar with the technology, timings and wider event logistics.
- Troubleshoot issues calmly and efficiently on the day, escalating where appropriate.

### **Post-Event Follow-Up**

- Maintain accurate records of registrations, attendance, feedback and follow-up actions, and produce short post-event reports where required.
- Send out feedback requests to attendees and collate responses for internal reporting.
- Ensure any event recordings are added to the website, and any follow-up activities (for example slides circulated to attendees) are completed.

### **General Responsibilities**

- Ensure all Health & Safety, and any other relevant legislation with regard to events and event management is adhered to, escalating issues where appropriate.
- Cover for other members of the team and division as necessary.
- Adhere to policies and procedures at all times.
- Undertake, as required, any other duties compatible with the level and nature of the post and/or reasonably required by more senior members of staff.
- Attend and participate in divisional and team meetings and other meetings as required.

This job description covers the current range of duties and will be reviewed from time to time. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to change this job description.

## **Person Specification**

### **Essential Requirements**

- Experience of coordinating and delivering events, from planning through to post-event follow-up.
- Experience of managing multiple events or projects simultaneously and prioritising effectively.
- Excellent organisational skills and attention to detail.
- Strong written and verbal communication skills.
- Confidence dealing professionally with senior external stakeholders, speakers and partners.
- Ability to remain calm and solution-focused under pressure, especially during live events.
- Proactive, able to work as part of a team as well as take ownership of tasks and work independently on their own initiative.
- Experience of coordinating suppliers, venues, catering and event logistics.
- Able to work at offsite events sometimes requiring additional hours.
- Good working knowledge of Microsoft Office 365 and virtual meeting/webinar platforms.

### **Desirable**

- Experience of working in a charity, think tank, membership organisation, university or policy environment.
- Experience of hybrid events and webinars.
- Experience of using CRM or event registration systems.
- Experience of supporting sponsored events or stakeholder engagement activity.

**The following are required of all roles with the organisation. However, you do not need to address these in your application.**

- An understanding of, and commitment to, Equality and Diversity.
- Able to work hours outside of normal office hours on occasion e.g conference and events (with appropriate notice and time off in lieu granted).
- Willingness to work flexibly in response to changing organisational requirements.

**Salary:** £35,000-£40,000 depending on experience.