

## **JOB DESCRIPTION**

**Job title:** Events and Corporate Partnership Communications Executive

**Job Location:** UK remote - with occasional travel to Haywards Heath, when required

**Reports to:** Senior Global Events Manager

**Responsible for:** N/A

**Department:** Global Fundraising and Marketing

### **Job purpose**

Working closely with the Senior Global Events Manager, the Events Executive will plan, manage and deliver specific organisation-led events whilst also supporting the Head of Corporate Partnership Communications and Events with the delivery of communications for Sightsavers' key corporate partners. The post-holder will contribute to vital organisational and team objectives including supporting various income streams and awareness activities.

### **Principal Accountabilities**

- 1) Event delivery and support, including but not limited to:
  - To manage specific in-person and online events from the conception and invitation process through to the delivery of the event itself.
  - To manage the home team at an event to ensure that all logistics are handled professionally, on time and within budget.
  - To work closely with key internal stakeholders to ensure that events meet specified objectives.
  - To oversee the design and production of banners and other event materials
  - To manage online events and ensure technical aspects are delivered to high standards.
  - To ensure events meet all accessibility requirements.
  - To act as the key point of contact for external suppliers and venues where appropriate.
  - To support the Senior Global Events Manager by carrying out specific tasks relating to larger, high-profile events e.g., guest list management, researching venues and suppliers etc.
  - May require flexibility and unsociable working hours and some international travel.

- 2) Sightsavers' corporate partner communications support, including but not limited to:
  - Helping to ensure that each partner has the assets and support required to celebrate their partnership around relevant calendar hooks or promotional campaigns.
  - Setting up relevant lightboxes of images/case studies for new partners.
  - Helping with logistical and/or promotional arrangements relating to World Sight Day activities.
  - Helping to organise Sightsavers' corporate partnership's team presence at events/exhibitions.
  
- 3) Provide administrative support to both the Senior Global Events Manager and the Head of Corporate Partnership Communications and Events including duties such as:
  - Setting suppliers up on the finance system.
  - Raising purchase orders and sending invoices for payment.
  - Researching other charity's events (including anniversary events).
  - Research best practices in accessible events.
  - Updating iSeek pages, adding photos and news stories etc.
  - Overseeing the events team mailboxes.
  - Managing supplier list and keeping it up to date.
  - Managing the booking of the Sightsavers event stand and other events team equipment and handling logistics regarding deliveries.

The principal accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

### **Jobholder Entry Requirements - *the knowledge, skills and behaviours required***

#### **Desirable knowledge (Education & Related Experience):**

- Ideally at least two years' experience in an events management/events delivery role, including managing online events

#### **Skills required**

- Event/project management skills
- Diplomatic stakeholder management skills
- Excellent organisation skills
- Excellent written communication skills
- Excellent attention to detail and accuracy

- Negotiation skills
- Time and budget management skills
- Ability to travel
- Research skills
- An understanding of and commitment to equality of opportunity for disabled people

### **Behaviours required**

- Ability to prioritise and make informed decisions about when to involve others
- Confidence in making decisions and dealing with senior members of staff/trustees
- Ability to remain calm and work under pressure
- Planning and organising
- Communicating and influencing
- Team working
- Process-driven
- Change and improvement
- Delivery and implementation
- Professional approach
- Comfortable working independently

### **Key internal relationships**

- Global Events Team
- Corporate Partnership Team
- Major Donor Team
- Colleagues from a wide range of internal teams
- Communications and Digital colleagues
- Members of Senior Management Team and Trustees

### **Key external relationships**

- Venue managers
- Suppliers (including closed caption typists and sign language interpreters)
- Catering companies
- Photographers
- External agencies