



The Prince's  
Responsible  
Business Network

# JOB DESCRIPTION



ENGAGE ME



VALUE ME



GROW &  
DEVELOP ME



TRUST &  
EMPOWER ME



HELP ME THRIVE



Role	Events Manager
Department	External Affairs
Salary Range	£31,050 - £44,505
Contract	Permanent
Hours	35 hours per week
Location	London with some travel
Job Level	5
Reports to	Head of Events
Direct Reports	None

## What are we looking for?

- Passion about the delivery of high impact, highly visible virtual and physical events which helps BITC achieve our vision of a fairer and greener world driven by fairer and greener businesses.
- Supports the External Affairs directorate achieve its objectives: building the credentials of the brand through our events, helping to grow the membership base and being a well loved team across the organisation.
- Embraces BITC values; Focus, Passion, Collaboration, Pioneering, Integrity and will recognise the implications of working within a charity.
- Able to travel to planned events which may sometimes start early morning/late evening.

## What can BITC do for you?

- Opportunity to be a part of transforming lives and helping communities thrive.
- Strong learning culture & Study support.
- Employer Pension Contribution 6%.
- Life Assurance cover 4 x Salary.
- Flexible/Hybrid Working.
- 25 days holiday increasing to 30 days linked to tenure.
- Additional 3 day Christmas closure confirmed each year.
- 2 days per year to volunteer for a cause of your choice.
- Ability to work from abroad for 1 month of each year.
- Caring & Wellbeing Policy support.

## Main Accountabilities

Planning and delivery responsibility for end to end BITC's event management. This includes, but is not limited to:

- **Logistics Management** - venue and supplier research and liaison, speaker liaison, project plan creation, event structure and timings, event platform management, risk assessments and event management on the day.
- **Delegate Management** - marketing the events, ensuring a smooth registration process, managing the delegate experience and updating the database.
- **Stakeholder Management** - working with internal and external stakeholders and leading project group meetings.
- **Post Event Analysis** - post event analysis and follow up
- supporting colleagues across the organization who are leading on events, providing advice, guidance and templates.

## Experience Knowledge Required

- Proven experience, over a number of years, planning, implementing and evaluating successful complex virtual and physical events.
- Meeting deadlines under pressure and juggling multiple projects.
- Able to demonstrate good level of IT literacy including using mail merge facilities.
- Experience of Microsoft Office including Power BI and event software e.g. Eventbrite, Zoom and LinkedIn Live.
- Experience of CRM systems, ideally Dynamics and Salesforce and experience of marketing software, ideally Campaign Monitor.

## Skills Required

- Excellent organisational, planning, prioritisation and time management skills.
- Strong relationship building skills, able to establish strong, engaged working relationships internally and externally ensuring clear communication is in place.
- Strong communication skills and able to communicate confidently with individuals at all levels internally and externally.
- Excellent attention to detail.
- Excellent judgement of reputational risk.
- Good negotiation skills.
- Able to work flexibly to accommodate sudden urgent requests.