**TEMPLATE – JOB DESCRIPTION**

**Events Manager**

Are you passionate about [events management]? Do you have excellent [stakeholder and supplier management experience]? We are hiring for an Events Manager and we would love to hear from you!

At [insert name of business] we are passionate about [providing a world class experience] and recognise that we can only achieve our ambition by attracting, recruiting, and retaining top talent. We will expect you to work hard and strive to ensure [the standards our customers and stakeholders expect are consistently achieved]. In return, as a valued member of the team, we offer a work environment where [no two days are the same]. Where we will invest in your development and provide opportunities for you to develop a career with us.

As our Events Manager you will work [insert number of hours] per week. You will be based at our offices in [insert location] [and have the flexibility to work from home X days per week]. The purpose of the Events Manager role is to [manage online and offline events] and be responsible for [the development and delivery of an events strategy] that will [drive sales and achieve the ambitions of the business]. It is expected that you will deliver this through [increased engagement with customers and prospects, as well as through sustainable lead generation growth for the business].

**Responsibilities and Duties**

You will be responsible for:

* Monitoring the progress, planning and execution of each element of an event.
* Coordinating with the [insert job title] to ensure the successful execution of all projects onsite.
* Having regular meetings to exchange information and make sure all key stakeholders and suppliers are kept up to date.
* Serving as a link between the event and all external bodies.
* Managing and coordinating suppliers and all event logistics - for example, catering, travel, and venue arrangements.
* Coordinating with the [insert name of team] team to successfully promote the event.
* Overseeing the event including budgeting and staffing.
* Identifying project risks and work with the [insert name of team] team to develop contingency plans.
* Ensuring events meet all statutory requirements.
* Conducting post-project reviews to ensure all aspects of project have been thoroughly documented and completed.

In the role of Events Manager you will report to and have the support of the [insert job title of line manager]. You will lead the [insert name of team] team and work closely with the [insert the names of the teams this role will collaborate with] team(s).

**Skills and Experience**

The successful candidate will have [a 3rd level qualification and 3 years' work experience in a strategic event management role] OR [5 years' work experience in a strategic event management role].

As well as

* [An excellent understanding of events, ranging from tradeshows to small exhibitions.]
* [In-depth understanding of the entire event management process, including planning, development, and deployment.]
* [Proficient in budget management, in excess of £100k is desirable.]
* [Previous experience with large global tradeshows would be highly desirable.]

**Pay and Benefits**

We offer [a competitive rate of] [insert rate of pay, per hour/per month]. We also offer a wide range of benefits, including:

[X days holiday per year]

[X employers pension contribution]

[Flexible working]

[Employee assistance programme]

[Mental Health First Aiders]

[Private Medical Insurance with X for you and your dependents]

[Income Protection]

[Life Assurance and Personal Accident Insurance]

[Company sick pay]

[Medical leave]

[Occupational healthcare Service]

[2 days paid leave for volunteering each year]

[Share Incentive Plan]

[Leave Purchase Scheme]

[Cycle to Work scheme]

[Car Salary Exchange Scheme]

[Give as You Earn]

[Employee discount scheme]

[Free Parking Onsite]

[Free meals whilst on shift]

[Transport home]

[Externally accredited training and development opportunities]

[Long service awards]

[Learning & development programmes]

[Enhanced maternity pay]

[Enhanced paternity pay]

[Bereavement leave]

[Team events scheduled throughout the year]