

JOB DESCRIPTION

JOB TITLE:	Event Manager
POST HOLDER:	Maternity Cover – 31 st July 2017 – 4 th June 2018 – Full time with flexible working. Salary from £18,000 pa pro rata
DEPARTMENT:	South Wales Chamber of Commerce
LOCATION:	Enterprise Way, Newport
RESPONSIBLE TO:	<i>Director, South Wales Chamber of Commerce</i>
MAIN PURPOSE OF ROLE:	<p>As part of our core service, Chamber Events should provide Welsh businesses with the opportunity to keep up-to-date with matters affecting the local, regional and national markets; provide opportunities for hospitality and to network; provide a platform for publicity and help businesses to open up overseas markets. The post holder will cover the role of the Events and Sponsorship Manager to deliver a regular programme of events which meet these requirements is scheduled throughout South and Mid Wales.</p> <p>The post holder will achieve an excellent service model for our Chamber members. The vision is to build a strong foundation with every member, so that they feel a great sense of belonging and see a value from the service and/or membership; whatever that may be for their own particular business need.</p> <p>In building relationships, promoting our package and benefits, the post holder will be aspiring to ensure all have a positive experience of South Wales Chamber of Commerce.</p>

MAIN DUTIES & RESPONSIBILITIES:

- Project manage the South Wales Chamber of Commerce flagship event, Welsh Business Awards 2017. This event is being held on 8th March 2018 at the City Hall in Cardiff and attracts over 400 businesses. The post holder will be responsible for all elements of the event, including but not limited to; pre-event planning, logistics, ticketing, on the day event management.
- To manage the planning and implementation of a draft programme of standard events that will run across the specified regions in the forthcoming year. Normally by end October annually.
- To co-ordinate and organise a comprehensive schedule of events and functions.
- To work with the Marketing Manager to up-date the events calendar
- Book speakers, sponsors, attendees and venues. Working with the Policy Manager to ensure topics and speakers are relevant to current business needs.
- Help to source and work with events sponsors to maximise their footprint on events and encourage repeat involvement.
- To coordinate all associated documentation for bookings made
- To assist with work on the Marketing plan for each event to include who and when mail-shots are dispatched to and allocation of follow up phone call plan.
- To compile agreements for events and distribute as required. Ensure a signed sponsor agreement in place for each event. As required interaction with sponsors and possible sponsors to feature.
- Deal with all aspects of booking venues, audio visual equipment, negotiating prices, and any other requirements where necessary, ensuring each event is kept within budget
- Create and send out regular updates on Chamber events – liaising with relationship managers and marketing manager to ensure all are aware of events that are taking place.

- Manage the event booking process, ensuring that all bookings are processed correctly and information is sent out to attendees accurately. Dealing with any event booking enquiries as they arise.
- Responsible for preparing all elements of the event, including delegate lists, agendas and badges prior to the event. Liaising with venues, speakers and sponsors prior to the event to ensure they have all the information they need.
- Responsible for sending out reminder emails to event attendees with event details prior to the event and a thank you email post event to thank them for attending.
- Provide post event marketing material including articles on each event for publication on the SWCC website and in SWCC Chamber Chat magazine. Also required to supply calendar of upcoming events to Chamber Chat per quarter.
- Adhere to the company Health and Safety policy, Equality and Diversity policy and IIP Standards and all HR policies and procedures.
- Any other duties deemed necessary by the Line Manager.

PERSON SPECIFICATION

FACTORS	ESSENTIAL	DESIRABLE
QUALIFICATIONS	NVQ Level 2/3 in Business Administration or equivalent. English and maths GCSE or equivalent	Events or Marketing qualification
KNOWLEDGE	Knowledge of events management and exhibitions	Knowledge and understanding of the Chamber movement. Knowledge of a membership organisation.
EXPERIENCE	Experience of working in a similar events role with exposure to planning and organising events on a regular basis. Project management experience	
SKILLS & ABILITIES	Very good organisation skills. Ability to plan events. Good selling skills. Ability to adapt and be flexible Driving licence and own transport	Adobe illustrator Experience of working with sponsors