

Job Description

Project Manager (Business Events)

C £35K DOE + Benefits

Location: Midlands-wide
Employment Type: Full Time

Summary:

We are seeking an experienced, passionate, dynamic and meticulously organised Project Manager to work across our growing portfolio of multi-faceted regional, national and international events.

You will be the key point of contact for our clients and the businesses that we work with, responsible for leading and bringing events and projects to life from initial conception to final delivery.

You will cost, develop, schedule, organise, implement and manage all aspects of projects and events to which you are assigned, aiming to exceed client expectations and ensure our contractual obligations are delivered on-time and within budget.

We are looking for someone with experience and confidence in dealing with businesses, industry organisations and corporate contacts at all levels. You will be very hands-on, able to multi-task with conflicting priorities and be able to demonstrate authority, industry knowledge and self-assurance in your planning, liaison and decision making.

We will provide you with the time, space, flexibility and support to deliver, develop and enjoy what you do!

Reporting Lines:

Reporting to: Senior Events Project Manager & Managing Director

Responsibilities – Project and Event Management:

- Effectively research, develop, schedule and deliver plans for the events and projects that you are allocated and responsible for.
- Utilise your knowledge, experience and skills to oversee all aspects of your event / project's development and its successful delivery.
- Ensure that the company's contractual responsibilities and obligations are delivered on-time and within budget
- Be the main point of contact for clients and businesses
- Show confidence and be able to demonstrate that you are the authority on the events and projects for which you are designated.
- Take a hands-on approach and maximise the use of resources of others in the team
- Create bespoke quotations for projects/events in line with budget
- Arrange and manage speaker and necessary celebrity attendances, create guidance notes and running orders
- Be responsible for the development and delivery of all health and safety, data, advertising, information, management and operational protocols to ensure that all events are legally compliant and most importantly, safe.
- Be responsible for setting up meetings with clients, stakeholders, and partners generating agendas, action logs and minutes.
- Conduct event / project presentations with stakeholder audiences
- Be proactive in the continued cultivation of business and client relationships, partnerships for the company, clients and projects
- Manage all related supply and distribution channels and contracts as needed in line with the requirements of each event / project.
- Monitor and report on progress against scheduled objectives to clientele, partners and sponsors and manage post-event / project feedback channels.
- Oversight and management of invitations, ticketing, and logistics – along with all associated data – for events which you are responsible.
- Make use of effective digital tools to streamline planning and work processes.

Responsibilities – General:

- Represent the Company at client meetings, presentations, networking sessions and events as required.
- Actively promote the company and its activities across the array of stakeholders, business and political networks to enhance brand profile and create new opportunity and future prospects.
- Effectively lead, support guide and motivate peers and colleagues to help achieve overall business and personal success.

Essential Criteria:

- 4+ years' experience in a Project Management role or similar.
- Exceptional project management, organisational, scheduling, time and delivery/implementation skills.
- Experience of building strong long-term relationships with clients and businesses at all levels
- Results and sales focused with an ability to effectively communicate and up-sell with an array of messages to a range of stakeholders.
- Demonstrate a personal approach with creative thinking, intuition and flair.
- Multi-task with conflicting priorities and time pressures.
- Ability to seek out and develop audiences and business prospects.
- Highly focused on 'detail'.
- Ability to lead, whilst working with others as part of a team.
- Ability and willingness to travel across the Midlands region and to other areas of the UK/ abroad if necessary and work flexibly as projects require.
- Hold a full and valid UK Driving License.

Desirable Criteria:

- Event, Marketing and/or Project Management related degree
- History of business development and client cultivation
- Experience of having worked across multiple business sectors.
- Brand management and market placement experience.
- Strong digital knowledge with exceptional web, digital and social media skills.
- Good understanding of data processing, collation and use in line with the Data Protection Act 2018.
- Experience of CRM and ticketing systems.

Thank you for your interest in Associate Events, we hope to meet you soon...

Associate Events Limited is committed to Equal Opportunity in employment and welcomes applications from all sections of the community.

No aspect, words or meanings contained within this Job Description / Advert form any part of a contract or guarantee of continued employment or associated terms between the company and the perspective employee.

/Contextualising the Job Description Above

/ About us

Formed in 2010, Associate Events (AE) is now a market leading events and marketing agency, that offers concept to delivery services in Events, Design Production and Marketing— our core pillars of delivery.

Under this suite of services, is a range of support services, including but not limited to, graphic design, social media management, venue sourcing, script writing, marketing, business development and visual design, event administration and technical delivery making Associate Events our clients' full-service agency.

/ Our People

People are our most valued asset. We believe in building a professional team of people with exceptional skills and experience who are dedicated to the success and growth of our business.

We want to select you because your attitude, background, experience, and professionalism will make you a vital player in this team and that you will be able to add great value to the progression of the company. We believe that are people persona is reflected in these words.

- Creative
- Dedicated
- Ambitious
- Results Focused
- Fun
- Professional
- Working to support both AE and our clients alike

We recognise that you will aspire to develop and grow in your role and in your career with Associate Events (AE). In this regard we monitor the progress of all team members, ensuring they are given the necessary training and development opportunities, whilst operating an open, transparent, and supportive dialogue with our team. We believe in providing a competitive remuneration package and in recognising and rewarding outstanding effort and performance.

We also know that successful teams will thrive when they have a modern, safe, clean, and efficient working environment supported by developing and quality systems. It is a fundamental AE aim to provide this facility.

/ Service Objectives

There are good reasons that our clients wish to use an agency like us. However, we measure our service delivery levels by checking we have met the following objectives:

- Exceeded the clients initial brief and their objectives?
- Enhanced their output beyond which they could have achieved themselves?
- Added value to the project and the client?
- Reduced 'Internal' pressures to allow our client to be free to focus on their vision and their own role?