

FREAKISHLY GOOD EVENTS MANAGEMENT.



Event Manager Job Description

Job Title	Event Manager
Work Percentage	Full time
Type of Contract	Permanent
Office / Job Location	Belfast city centre Regional travel within Northern Ireland required
Salary Band	£21,000 - £29,000 (dependent on experience)

Job Objective

To manage the delivery of projects from proposal to delivery, to debrief and final reconciliation in line with client's and internal requirements.

Key Attributes

Key attributes you will need to demonstrate include:

- Conscientiousness, attention to detail, self-motivated and keen to learn
- Leadership and management of others
- Excellent business development skills
- Ability to research, understand, evaluate opportunities and solve problems
- Strong written and verbal communication skills
- An ability to work on multiple projects
- Proficient in PowerPoint, Excel and Word
- A team player with an ability to forge and manage relationships with colleagues, suppliers and clients

In return, you will gain an unrivalled level of training, working with the best minds in the industry on a portfolio of first class accounts, across a variety of sectors.

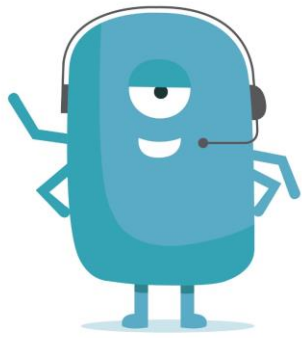
Job Responsibilities

Working as part of the Events Team, reporting to the Managing Director and supporting the Event Management Team, duties will include:

Operations -

Project management to include –

- Delivering all projects on time and within budget to meet/exceed client expectations



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- Actively setting and communicating priorities whilst ensuring that all participants understand their activities and associated deadlines
- Managing and communicating with the client to ensure that they are aware of progress, their contribution and receive the necessary guidance and support to achieve their targets
- Leading, communicating, and working within a team, monitoring and reporting progress to ensure that deadlines are met through regular meetings and reviews
- Maintaining and developing client relationships with a view to retaining existing business and developing new business
- Managing operational and administrative functions as required to ensure the effective delivery of specific event projects
- Encouraging teamwork, providing leadership, direction and support to the team whilst maintaining motivation and enthusiasm to successfully deliver the project
- Developing and maintaining detailed project work schedules to include the recognition of requirement and co-ordinating with other internal functions and external suppliers
- Line management and personal development of Event Co-ordinators

Sales & Marketing -

- Work with Managing Director on proposals for new and existing clients including costing, research, presentations etc.

The Event Manager will be required to implement practical time management techniques, balancing a workload that involves supporting the Event Team at all stages of event delivery.

Essential Criteria

- Event Management or Marketing Degree/3rd Level Qualification
- A minimum of 5 years Event Management experience in an organisation that has direct relevant experience of the role
- Minimum of five GCSEs including Mathematics and English (grade C or above) or equivalent
- Computer literate in Microsoft products including PowerPoint, Excel and Word
- Competent with online meeting/conference management platforms such as Zoom
- Full UK driving licence with use of a car during this employment
- Fluent in English

Desirable Criteria

- Event Management experience within an events management agency
- Experience in digital marketing and social media