

JOB DESCRIPTION

JOB TITLE: Event Co-ordinator

REPORT TO: The Event Co-Ordinator will report directly to the Event Manager. In the absence of the Event Manager, you will report directly to the Company Director.

HOURS OF WORK: Full-time (37.5 hours per week). Typically, 9am-5pm but flexibility is required around event season.

SALARY: £18,000-£19,000

PLACE OF WORK: Event Management Direct, Unit 9, Hydra Business Park, Nether Lane, Ecclesfield, Sheffield S35 9ZX

JOB PURPOSE

EMD have over 22 years' experience in event management and administration. We work with medical professionals, having started as a business through our relationship with Consultant Anaesthetists. Currently, clients include Societies and Associations within the fields of anaesthesia, hair research, paediatrics, scientific research and orthopaedics.

We offer a full event management service, including venue finding, negotiation, budget management, speaker liaison, accommodation, delegate management, conference and faculty dinners, as well as flyer design and print, website and social media updates and feedback collation/reporting.

Due to growth of our client base, we are now looking for an enthusiastic Events Coordinator to join our conference team. Excellent organisational skills are essential for this role, along with the ability to work un-supervised using your own initiative. You will need to be able to develop excellent working relationships with clients and colleagues and communicate well with all contacts.

A proactive, flexible, and professional approach to your work is vital. Most importantly you will be confident, positive, and deeply committed to providing a high-quality service as part of the Event Management Direct team. You will help to build relationships with any new customers as well as maintaining good relations with our current clients.

THE ROLE AND RESPONSIBILITIES

- Establish aims and objectives of customer's event.
- Liaising with local teams and committees regarding the event programme.
- Liaising with venue, caterers, and audio-visual technical managers from beginning to end, ensuring the smooth running of each conference/meeting.
- Source suitable venues to accommodate the meeting requirements to often include trade exhibitions and workshops.

- Source local hotels and negotiate preferential rates & payment schedules and liaise with the hotel throughout the event.
- Targeted publicity campaigns (direct mail, advertising in Journals, society mailings, internet, publicity at related events and contacting college tutors nationally).
- Liaise with speakers to make any necessary requirements for their attendance to include travel, accommodation, AV etc. Confirm final arrangements with all speakers.
- Assist with the recruitment of sponsors and compile floor plans and manuals in preparation for their exhibition.
- Process abstract submissions and facilitate the review of abstracts where necessary.
- Organise welcome receptions, conference dinners, speaker's/VIP dinners and entertainment if required.
- Oversee the financial aspects of each event.
- Co-ordinate and collate feedback from delegates into useful reports for the client.
- Be a point of contact on the day of the meeting.
- Attend committee meetings where necessary, take minutes and report back any action points.
- Any other duties commensurate with the role.

SKILLS AND REQUIREMENTS

- At least one year's events experience is preferred as would a degree in Events Management or similar. Willingness to learn is essential.
- Excellent verbal and written communication skills with stakeholders at all levels.
- Flawless attention to detail and strong administration and organisational skills are a must.
- Ability to prioritise a busy workload and support the wider team as required.
- Ability to be self-motivating, innovative and work without supervision.
- Good computer skills including Word, Excel, MS Outlook, PowerPoint.
- A clean driving licence is preferred due to the location of our office and the need to travel to and from events.
- Experience in virtual events would be beneficial.