

Position: Events Manager

Term: Maternity Cover

Responsible to: Head of Business Development

Job purpose:

Liverpool & Sefton Chambers of Commerce deliver a programme of events, seminars, masterclasses and forums which support the Chamber's objectives to create business growth.

The post holder will be responsible for the development and delivery of an outstanding portfolio of events and the obtaining of revenue to meet business objectives. An aptitude for marketing and communicating the purpose and value of the events will be essential to success.

The role will incorporate events across the Chamber of Commerce (including international trade activities) and will involve the achievement of attendance, quality and revenue targets and will place emphasis upon the 'customer experience' at all times. The post holder will be required to work extremely positively with colleagues and customers to develop and deliver the programme.

A key aspect of the role will be the delivery of the Chamber's premium events, including the Annual Dinner, corporate hospitality at Aintree and additional events that will develop.

The Events Manager must develop outstanding relationships with customers and partners to maximise the reputation and quality of Chamber events.

The role will also incorporate a client management function to ensure the Chamber's business members are appropriately and consistently engaged.

Key Accountabilities:

- Develop the Chamber's calendar of events and have responsibility and accountability for their delivery and continual improvement;
- Ensure consistency of quality and delivery standards across all Chamber events
 - Coordinate every event delivered by the Chamber and ensure each has an appropriate presenter, speaker or representative that enhances the customer experience and that administration is delivered to a good standard;
 - Liaise with the marketing function to ensure appropriate communications and delivery arrangements are in place to maximise attendance, awareness and satisfaction;
 - Ensure that revenues are maximised and costs controlled, and that all resources are used effectively
 - Delivery upon the commercialisation of the Chamber's showpiece events.
 - Develop and deliver a budget for the delivery of the Chamber events programme
 - To participate pro actively as a member of the Chamber's Operational Management Team – working on corporate projects, supporting colleagues, contributing to operational decision making and leading staff as required

Skills/Qualifications

- Experience of event management and delivery is imperative
- Desirable experience working within a commercial team or sales environment
- Commercial acumen to develop commercial viability and value of events programme
- Some management experience would be desirable
- Adaptability to business needs and willingness to work flexibly
- Competent in development and delivery of financial budgets
- Excellent interpersonal and communication skills both written and verbal
- Excellent time management and effective working
- Good literacy ability
- Good attention to detail, accuracy and standards of work
- Outstanding work ethic and commitment to team and individual achievement
- Good understanding of MS Office functions
- Educated to a degree level qualification is desirable

Prepared by:

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Director

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