

The Institute of Business Ethics (IBE) is seeking a F/T Events Manager

Salary: £28-33,000 depending on experience

Reporting to: Head of Marketing and Communications

Contract: Full-time, permanent – hybrid working

Annual leave: 25 days per annum plus bank/public holidays. Additional Christmas closure.

The Institute of Business Ethics is looking for a confident and super organised Events Manager, to join our small friendly team to work on a variety of events.

About the IBE

The IBE is a registered charity whose purpose is to champion the highest standards of ethical behaviour in business. We are an important partner to any business wanting to preserve its long-term reputation by doing business in the right way. With a valued programme of research, events and support activities there has never been a better time to join us! Our supporter base comprises organisations of varying sizes from a range of sectors who pay us an annual fee and receive advice on how to strengthen their ethical culture by sharing knowledge and good practice. [IBE on the web](#)

About the Role

The Events Manager is responsible for planning and delivering a portfolio of events (the European Business Ethics Forum (EBEF), webinars, face-to-face discussions, network meetings, sector group meetings and public training) with full end-to-end management expected. Alongside the event logistical elements, we are looking for someone strong on communication, both oral and written, and able to create event concepts – researching relevant topics and speakers as well as offering format suggestions.

The Events Manager works closely with the Head of Marketing and Communications, Engagement Team and other Directors and Managers.

Responsibilities and duties:

- Event planning and research according to requirements, target audience and objectives - offer suggestions to enhance an event's success
- End-to-end event management (from conferences to small group meetings and training) – virtual and face to face
- Budgeting and financial management including; issuing invoices and collecting payments in a timely manner
- Source and negotiate with venues and suppliers which may include site visits, on-site logistics including AV, food & beverage etc.
- Lead promotional activities for the event
- Supervise and coordinate all staff (venue coordinators, caterers etc.) and IBE team on the day
- Ensure event is completed smoothly and step up to resolve any problems that might occur
- Analyse the event's success and prepare reports for the IBE team and Trustees.
- Support Head of Operations and Finance in organising monthly team meeting and social events

The successful candidate should put our values of being Respectful, Collaborative, Trustworthy, Entrepreneurial, Customer-Focused and Courageous into practice in the work that they do.

Candidate Profile

We're looking for a really good Events Manager who loves the wider project management as well as the nitty gritty of event logistics. We're looking for someone to be self-motivated, who is able to lead from the front, with proven events experience across varied event formats, possibly gained from working for a similar organisation (a charity, association or professional body). Excellent organisational, event logistics, communication and analytical skills are a must – alongside strong speaker and delegate management experience. From a personality and work ethic

point of view, you'll be a real "people-person" who is a confident, enthusiastic, meticulous, and a very project-oriented events professional.

Specific skills and experience required:

- Proven experience as an event manager
- Skilled in project management - excellent planning and organisation skills, able to work on multiple projects simultaneously and meet constant deadlines
- Knowledge of KPIs and marketing techniques for event management
- Computer-savvy: proficient in MS Office, and experience of working on virtual event platforms is a must (we currently use zoom). Also, experience of a website CMS and e-marketing system would be beneficial although training will be given.
- Outstanding communication ability, both oral and written
- Being customer-service orientated with a knack for problem-solving
- Being a team player with leadership skills

Timetable:

Closing date for applications: Midnight, Sunday 24 July 2022

To apply:

To apply please send your CV with a supporting statement, detailing your interest and the specific experience that makes you suitable for this role and what attracts you to the IBE.

Applications to be received by Midnight on Sunday 24 July via email to j.wright@ibe.org.uk