

Events Manager Job Description

Reports to: Events Manager

Salary: £36,050

Hours: Full-Time

Duration: Permanent

About CFG

CFG is a charity that supports all charities and social change organisations to make the biggest difference possible. We do this by supporting them to make the most of their money and resources, by putting financial leadership at the heart of their decisions.

We strive to upskill the sector, and are working to create a more supportive operating environment. If you want to know more about how we do this, visit our website at www.cfg.org.uk.

Our values

Our values define who we are as people and who we are together as CFG. The work we do is important and how we do it is just as important to us. We work on the basis people can be taught skills and gain experience so we want to know if you share our values and beliefs. The CFG team worked together to create values that they believe embody who they are as individuals and how they want to work together as a team to achieve CFG's goals.

We are:

- Aspirational, and brave
- Emotionally authentic, vulnerable and considerate
- Innovative and creative
- Accountable and trustworthy
- Collaborative and supportive
- Active and continuously improving
- Adaptive and resilient

Are you who we are looking for?

We are looking for an experienced manager and events enthusiast with an eye for detail and a flair for engaging people, with great excellent organisational skills you will manage and deliver concurrent projects and activities. We punch above our weight and produce a number of events throughout the year. We want every attendee to leave our events with the best possible experience exceeding expectations.

The essentials – You will:

- Be an excellent communicator able to liaise with a variety of stakeholders;
- Enjoy managing a project from end to end, from sourcing venues to evaluating and reporting on success;
- Thrive from leading a team and working collaboratively with the wider team;
- Self-motivate and prioritise a full workload managing risks and flagging opportunities as they arise;
- Be solutions focussed and seek out ways to improve processes in the team;
- Be a team player and work seamlessly with the wider team;
- Be open, approachable and a firm believer in continuous development.

Demonstrate CFG values by;

- Bringing your whole self to work when working with colleagues and external partners, being open and honest;
- Being open minded and happy to embrace change;
- Motivating others and demonstrating enthusiasm about the impact we can have;
- Working hard to exceed expectations and ask for help when needed;
- Collaborating with colleagues and actively sharing knowledge;
- Giving feedback constructively;
- Being resilient and readily willing to adapt to an ever changing environment.

Specific Responsibilities

We want you to:

Project Management and delivery

- Provide full project management for events and training including overseeing events led by Events Officer and Assistant.
- Run start-up ad progress meetings working alongside Conference Producer on the content.
- Ensure the database of speakers, delegates, venues etc. is maintained and used in an effective manner.
- Ensure all events have a CFG presence and attend events within the agreed portfolio.
- Produce delegate packs for conferences and members meetings.
- Ensure website & database content for events are always up to date and accurate.

- Collaborate with the marketing team to create effective marketing plans for all events and training.
- Source external venues meeting event requirements including catering, a/v and facilities necessary for a successful event.
- Review and negotiate contracts to ensure value for money at all times.
- Work with the Partnerships team to secure corporate members as hosts where required.
- Prepare and distribute materials for events, e.g. hand-outs, training packs, electronic evaluation forms.
- Process events bookings where necessary and ensure the events inbox is well managed.

Relationships

- Maintain excellent relationships internally to support the co-ordination and smooth running of events.
- Maintain a good working relationship with corporate member hosts and external venues.
- Develop an effective workflow with Conference producer to ensure seamless end-to-end delivery of all events

Line management

- Line management of staff and volunteers, ensuring work is done promptly and accurately, and that cover is provided when they are absent. Conduct appraisals, manage performance, balance workloads and schedules, and support development.
- Provide effective leadership and management of the events team, including inspiring and motivating the team.

Planning budgets and evaluation

- To develop project plans for own and team activities.
- To deliver all events within agreed budgets - controlling costs wherever possible to ensure revenues for each event are healthy.
- Develop and manage event budgets, creating monthly and quarterly forecasts with supporting commentaries and recommendations for mitigating measures where budgets and targets are not being met.
- Monitoring and reporting against key performance indicators.
- Evaluate speakers at each event and report on effectiveness of output.
- Produce post-event reviews with recommendations to improve effectiveness.
- Contribute to team plans and develop project plans for own activities.

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Additional responsibilities

- Support the development of cross-function working.
- Provide administrative support to the events and wider team.
- At all times, work pro-actively to promote CFG's equal opportunities policies, both in respect of service delivery and employment issues; and to ensure the health, safety and welfare of the post holder, colleagues, members and visitors.
- Cover for colleagues when necessary.

Person Specification

	Essential	Desirable
Qualifications	Good standard of education with English and Maths GCSE or equivalent	Degree level or equivalent
Experience	Experience of project management Experience of running a portfolio of events Experience of producing written materials Experience of negotiating/commercial acumen Experience of using a database Experience of line-management	Experience of events in charities or membership/ training organisations Experience of financial sector
Skills/ Abilities	Ability to manage a heavy and diverse workload so that deadlines are met without loss of quality Ability to manage the work and to inspire and motivate others Demonstrate empathy and reason in decision-making, even when under pressure Ability to communicate effectively with a wide range people Ability to work collaboratively across a small staff team Ability to take on last minute ad hoc duties Creative thinking Financially literate and able to manage budgets Ability to work on own initiative Ability to liaise with suppliers, venues & speakers Well developed IT skills Good administration skills	
Knowledge/ Understanding	Knowledge of event implementation Understanding of how to design, market and promote events	
Disposition	Adaptable Approachable, loyal and hardworking Excellent interpersonal skills Ability to communicate at all levels	Sociable Confident

Other	Ability to undertake travel within the UK Willing to work outside core hours on an occasional basis	Ability to undertake occasional overnight stays with the UK
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