



Events Manager

Salary Range: £27k to £30k dependent on experience

Employment Classification: Permanent with immediate start

Location: Leicester City Centre

About MSDUK

MSDUK is the UK's leading non-profit membership organisation driving inclusive procurement. We promote the ethos of diversity and inclusion in public and private sector supply chains by identifying and introducing innovative and entrepreneurial ethnic minority owned businesses. Organising a number of events, including a global business conference and awards gala planned for 2018 in the UK.

The Opportunity

We are looking to recruit an enthusiastic Events Manager who is seeking a great opportunity to develop and demonstrate their event management skills by taking full responsibility of managing all events and liaising with both small businesses and corporate clients to deliver world class events.

Key Values

At MSDUK, we expect all our staff to take pride in the impact of our work on communities, work as a cohesive team to achieve our goals, always look out for new ways to do things and improve performance and above all, maintain the best in class standard in every single aspect of our work.

Key Responsibilities

- Provide leadership, and take ownership for end to end delivery of MSDUK's events
- Manage external partners to deliver world-class events that showcase MSDUK's leading role in inclusive procurement
- Manage and deliver events to a set budget, within agreed timescales and to a high standard
- Collaborate with MSDUK team members to coordinate event attendance and sponsorship
- Create timeline ensuring all events are planned to schedule
- Identify, liaise and negotiate with venues and suppliers
- Work closely and effectively with Marketing Manager to have a well-coordinated events marketing strategy and plan
- Develop event strategy to deliver series of MSDUK events including the biennial 'Conference'.
- Provide required reporting on MSDUK's events to the CEO, Board and Senior Leadership Team.
- Responsible for financial compliance for Events, including provision of monthly feedback on performance and cash flow projections. Develop and monitor Events budget and forecast.

Key Selection Criteria

- Demonstrated experience in delivering large scale events including conferences, trade shows, awards dinner with more than 400 delegates
- The ability to communicate with all delegates using commercial acumen during events
- A strong commitment to superior customer service
- Proven experience in project management and written communication
- Exceptional skills on Microsoft Excel, PowerPoint and other event management software's
- Exceptional time management and prioritisation skills to deliver outcomes on time.

- Experience of management skills, including financial management.

Please forward your CV to admin@apmhr.com