

Events Officer

Based in Sunderland

Full time, permanent contract

£20,000 per year plus pension

Are you a highly motivated, strong communicator, with a passion for business events?

We are looking for an Events Officer to join our small friendly team. A major part of our remit is the delivery of an exciting programme of high profile business events and networks in the North of England. The role will require a passion for business and innovation and will involve supporting the Events Manager to produce outstanding events which meet our business objectives.

This requires a keen eye for detail and the proven ability to work in a fast-paced environment across multiple projects. It is essential that candidates can work as part of a team and bring a positive mental attitude into the workplace at all times.

The ideal candidate would be educated to degree or equivalent level in events, marketing, communications or equivalent degree, with at least one year's experience in a similar role. They would have excellent organisational and analytical skills, and a keen interest to develop design skills.

About the Innovation SuperNetwork

The Innovation SuperNetwork exists as part of a region-wide innovation support programme, supported by the North East LEP, Innovate UK, North East BIC and with funding from the European Regional Development Fund (ERDF). The North East LEP's Strategic Economic Plan identified the need for increased innovation activity in the region to drive economic growth. As a result, we have developed a number of business focused events - our flagship event being VentureFest North East, established as the region's innovation conference, attracting over 700 delegates. We are absolutely committed to maintaining our high standards in delivering these events whilst achieving excellent value for our partners. See www.venturefestnortheast.com and www.financecamp.co.uk for some more information.

This is a great opportunity to be part of the SuperNetwork programme and contribute to the delivery of several high profile annual events across the region. There is also scope to grow within the role and benefit from exposure to a wealth of skills and experience in a business environment.

If this is you, please send your CV to elaine@supernetwork.org.uk by close of play on Monday 13th August 2018. Interviews will take place between 28th – 31st August.

Job title:	Events Officer
Reports to:	Events Manager
Grade:	Officer
Location:	Sunderland, with UK travel and home working as appropriate
Funding source:	Mixed public and private funding, including projects funded through the European Regional Development Fund 2014-2020 programme
Job Purpose:	Effective delivery of the Company's events and promotion of the Company's projects to target audiences
Job scope:	Innovation SuperNetwork project Other Company projects as appropriate
Document version:	Updated July 2018

Key responsibilities:

1. To support the Events Manager with delivery of Company events, such as VentureFest, FinanceCamp and others as may be developed in future
2. To take responsibility for specific aspects of events as required and keep files/records up to date
3. To liaise with partners, suppliers and contractors, ensuring that the Company's values are maintained
4. Contribute to the monitoring and measurement of activities by capturing information, and assist in producing regular analytics reports to measure impact
5. Support management of Innovation SuperNetwork website and event specific sites
6. Monitor email accounts and respond to enquiries in a timely and appropriate manner, including liaison with colleagues and partners where relevant
7. When required, manage content on core social media accounts and assist the Communications Manager in producing news bulletins
8. Other duties as required to support the delivery of communications and events as required by the business

Additional responsibilities:

1. To attend team meetings
2. To take responsibility for own professional development, with support from line manager
3. To show commitment to company values in all aspects of the job
4. A willingness to travel within the UK and undertake some out-of-hours activities will be associated with this role
5. To ensure that all activities comply with the Company's legal, financial and health & safety policies

Experience and qualifications:

Essential

- Educated to degree or equivalent level in events, marketing, communications or equivalent degree with at least one year's experience in a similar role
- Experience of the whole journey of an event and involvement organising elements of this
- Proven ability to manage a complex workload independently and meet tight deadlines
- Digital communication skills, including experience using social media tools and technologies
- Experience dealing with people from all backgrounds in a professional environment

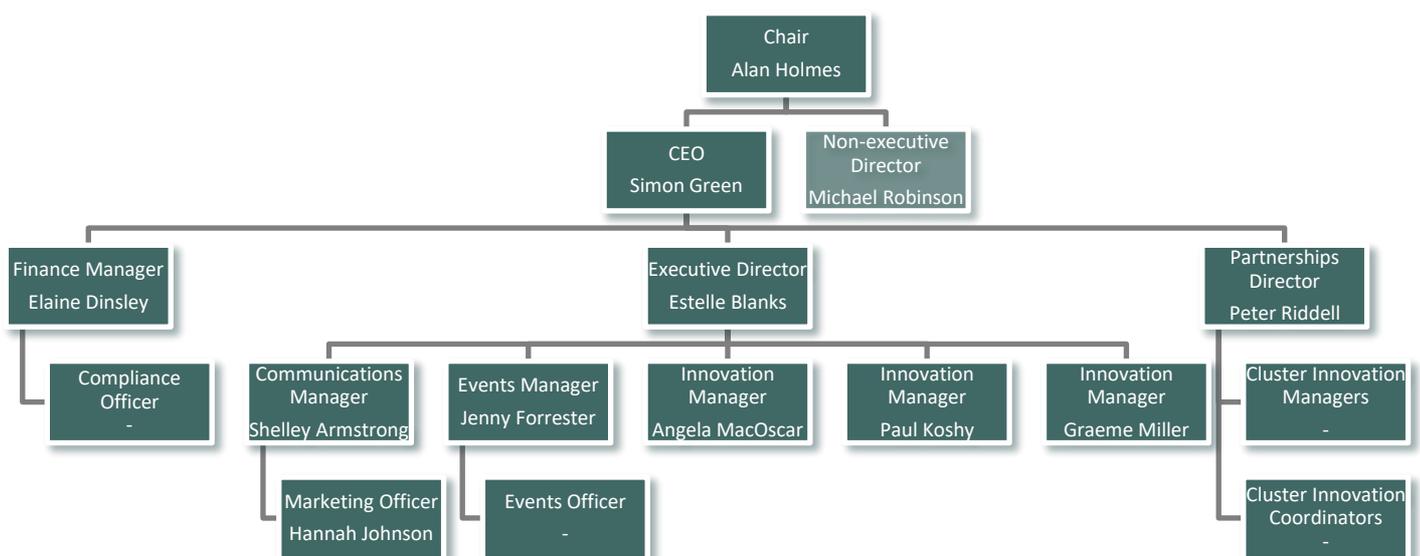
Desirable

- Experience of sizeable business events
- Knowledge of customer relationship management
- Ability to input into and implement impactful, creative communications campaigns
- Copywriting skills, with an ability to write compelling, clear and accurate copy in a range of styles appropriate to target audiences and mediums (including advert copy, news copy, scripts, etc)
- Experience of or an interest in the Adobe Creative Suite for small in-house design projects

Competencies:

- Outstanding communication skills, both oral and written
- Outstanding relationship building skills including the ability to develop close working relationships with colleagues and partners
- Organisational, analytical and evaluative skills
- Be able to demonstrate excellent attention to detail
- Ability to work as a team and adapt to the fast-paced nature of events
- Be a self-starter and have the ability to work in a self-sufficient manner to achieve objectives
- Always adopt a can-do positive attitude to all situations within the workplace

Organisation chart:



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