

# Job Description: Events Coordinator

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## Job Purpose:

To deliver events in order to facilitate collaboration and knowledge transfer for the benefit of the UK economy. The role will provide a service to directorates, working with Events Managers to deliver a programme of virtual and physical events to achieve identified objectives.

**Reporting to:** Head of Events

**Scope:** Events Coordinator

The role will have the flexibility to work across all directorates and on KTN events as needed. The role will deliver events to meet the identified objectives working with Events Managers to identify innovation and implement best practice to ensure consistent quality and cost effectiveness.

The role has an additional responsibility to run the planning process for events activities.

**Grade:** Co-ordinator Level 1. Salary £20,000 - £23,695pa

**Location:** London office. Business Design Centre, Upper Street, Islington, London, N1 0QH

## Key accountabilities:

- Delivery of event organisation for colleagues in directorates covering all logistical elements – timelines, venues, registration, vendors, staffing and budgets
- Implementation of agreed cost recovery processes for the majority of events (excluding competition events)
- Delivery of best practice in all events delivery, increasing quality and reducing cost.
- Effective reporting of events activity and outcomes to support KTN's KPIs
- Coordination of a coherent planning process working with the Head of Events and supporting the implementation of that process across the events team.

## Job responsibilities

- To organise or support all elements of events, working with the event sponsor to set agendas, sourcing and communicating with venues, costing, organising registration, AV,

event materials, data collection and analysis, ensuring promotion, liaison with sponsors and evaluation

- For specific meetings, to organise selected venues and suppliers for the event
- To liaise closely with the Marketing team, Web Manager Analytics and Search to ensure joined up measurement and tracking of the journey that businesses take as they engage with KTN
- To communicate with internal and external stakeholders for specified events
- To monitor the resource planning process reporting to the Head of Events on progress
- To find opportunities to continuously improve the events planning process and gauge its effectiveness
- To look for ways to improve KTN's events and participate in the evolution of the team's activities

### **Experience and qualifications**

- Experience of the successful delivery of events for business customers and able to demonstrate use of events metrics in a B2B environment
- Able to demonstrate evidence of a process of continuous improvement in events organisation

### **Competencies and Attributes**

- Good interpersonal and communication skills (written and verbal) with ability to work across all levels;
- Adaptability and openness to work with different teams
- Results oriented and demonstrated delivery capability with good organisational skills
- Project management – good organisational and planning skills