

# Job Description: Events Executive (London) Full Time

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## Job Purpose:

To support the planning and delivery of events which facilitate collaboration and knowledge transfer for the benefit of the UK economy. The role will provide a service to all KTN directorates with advice and delivery of virtual and physical events to achieve identified objectives and outcomes

**Reporting to:** Head of Events

**Scope:** Events Management

The role will work across the full KTN events portfolio as needed, supporting the Events Managers and Head of Events in their work whilst also taking on events projects independently. The role will contribute to planning and delivering the KTN events programme to meet the identified objectives, advising on appropriate innovation and implementing best practice to ensure consistent quality and cost effectiveness

**Salary:** £26,271p.a - £34,513 p.a (depending on experience)

**Grade:** Business Support Manager – level 1/2 (depending on experience)

**Location:** Business Design Centre, London with considerable UK travel expected

## Key accountabilities:

- Development and delivery of event organisation for colleagues in directorates covering all logistical elements – timelines, venues, registration, materials, vendors, staffing and budgets, whether that be supporting events managers or working independently
- Delivery of best practice and innovation in all events delivery, increasing quality and reducing cost
- Effective reporting of events activity and outcomes to support KTN's KPIs

## Job responsibilities

- To implement and consistently use a coherent resource planning process to deliver events
- To ensure all elements of event organisation are managed, 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

- Effective and efficient on-site management of events including internal resource, stakeholders, speakers, delegates and external suppliers
- To communicate effectively with all internal and external stakeholders for each event to keep everyone updated on progress
- To be responsible for good financial practice and to manage costs within an agreed budget
- To look for ways to innovate and 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 a strong track record of measured results in a B2B environment
- Able to demonstrate evidence of a process of continuous improvement in events organisation based on measured results
- Confidence in all Microsoft Office programmes, databases and event management tools

### **Competencies and Attributes**

- Project management – strong organisational and planning skills
- Strong communication (written and verbal) skills
- Results/impact oriented with good levels of numeracy
- Adaptability and initiative
- Demonstrated teamwork - able to both lead and be part of effective teams, a real team player
- Flexible, trustworthy and reliable
- Confidence to work independently on projects and also be comfortable working with other team members to deliver larger or more complex events
- Commercial awareness
- Positive outlook and attitude to work with a willingness to “muck in”
- Ambition to grow and improve

Applicants must have the existing and ongoing right to work in the UK, as sponsorship is not provided.