



# Role profile

<b>Job title</b>	Events Executive
<b>Reporting to</b>	Production & Event Manager

<b>Role family</b>	<b>Management responsibility:</b>	
Events	Does this role have management responsibility for others? <b>No</b>	Team contributor

## Overall purpose of role

Reporting to the Production & Event Manager, the role will provide event production (where applicable) and delivery support to some of ICAEW's key stakeholders across the business.

An excellent opportunity for an events executive to engage with numerous stakeholders in an exciting and busy events department.

This role encompasses end-to-end management of a variety of events including conferences, seminars, workshops, webinars and dinners.

## Main responsibilities of role

- Organising and delivering a wide programme of events for ICAEW members and guests in accordance with budget and event objectives.
- Logistical delivery of events – venue sourcing/liaison, speaker liaison, exhibitor deliverables, on site delivery, pre-event planning/administration including event documentation/delegate packs and performing first class customer service at events.
- Co-ordinating the delegate booking process, including liaison with relevant internal departments and external suppliers and utilising event management software.
- Working with the various marketing teams on promotional material for each activity, with the ability to identify cross promotional opportunities for ICAEW products and services.
- Preparing information for event budgeting and reporting purposes.
- Working with internal stakeholders and clients to plan and execute their event programmes.
- Working with internal stakeholders and clients to research and identify potential speakers/topics for event programmes.

Specific duties will vary from time to time in line with the business needs.

## **ICAEW values – all staff are expected to work to these values**

### The 3 i's – Initiative Insight and Integrity

The 3 i's are the values that drive our attitude and approach to working at ICAEW, along with our ways of working being agile, collaborative and innovative.

#### **Initiative**

- Actively collaborating to identify needs and look for innovative solutions.
- Bring together different groups and communities to work together.
- Empowering people to be agile, so they can take ownership and harness the collective efforts of ICAEW in a flexible and responsive way.

#### **Insight**

- Actively gathering insights to develop innovative and considered thought.
- Collaborating with our networks to voice different perspectives and insights internally and externally to stimulate discussion and debate.
- Being agile in finding new and timely ways to provide understanding and insight to our members, organisations and government

#### **Integrity**

- Acting with transparency, consistency and openness as Integrity underpins all activity we undertake.
- Standing by your principles to adhere to the highest professional standards even when facing adversity.
- Doing the right thing, even when no one is looking.

## **Candidate profile**

- Previous experience of corporate event management (for up to 300 people)
- Understanding of conference marketing, including the role of event sponsors/exhibitors
- Excellent customer service/relationship skills
- High standard of presentation and attention to detail is essential
- MS office (Word, PowerPoint, Excel)
- Excellent communication and organisation skills
- Experience of creating and controlling budgets and post event P&Ls
- Strong planning/project management skills
- Ability to multi-task and work under pressure within tight deadlines
- First class interpersonal skills and ability to work within a team

## **Desirable**

- Previous experience of professional bodies and working with committees

