

JOB TITLE:	EVENTS COORDINATOR
JOB HOLDER:	
DATE UPDATED:	MAY 2024
REVISION (HR Office Use):	

1 MAIN PURPOSE OF THE JOB

To support the coordination of a range of high-quality events including award ceremonies, graduations, conferences, and any other events that deliver on the organisational objectives; events are intended to increase member engagement, support member career development, engage new members and raise the profile of CIOB & its key activities. All events observe the commitment of CIOB's Royal Charter; to promote the science and practice of building for the benefit of society.

2 POSITION IN ORGANISATION

Reports to the Events Manager within the Marketing team.

3 DIMENSION & LIMITS OF AUTHORITY

- Manages suppliers and event contractors.
- Deals directly with external and internal contacts taking direction and making decisions as necessary.

4 SKILLS & EXPERIENCE

- Experience of organising and/or delivering high quality conferences, events or exhibitions.
 - Ability to work proactively, show initiative and manage a variety of stakeholders.
 - Experience of managing suppliers, negotiating best price and benchmarking costs.
 - Adopts a structured approach to project management, willingness to utilise systems and procedures to maximise efficiencies.
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5 DUTIES & KEY RESPONSIBILITIES

Event coordination and delivery	80%
<ul style="list-style-type: none"> • Support the Events Team with the coordination of conferences, graduations, awards ceremonies, and any other event to meet the aims and objectives of the appropriate internal stakeholders. Events include face-to-face, online and hybrid. This will include, but not exclusively: <ul style="list-style-type: none"> - Liaising with suppliers - Ordering catering - Managing event payments online and via invoice - Booking travel & accommodation • Working as part of a team to deliver the CIOB key events. • Work with the organisation's event management system (Eventbrite) and online event platform (Cvent) to ensure efficient and high-quality delivery of events. Including: <ul style="list-style-type: none"> - Ensuring all events are entered into the booking system, showing live on the website events calendar and correctly processing bookings - Managing event attendees, internally and externally via Eventbrite • Work with external suppliers e.g. venues, AV, photographers & caterers. • Attend and actively participate in the on the day delivery of all key events including graduation and award ceremonies, conferences & networking events. Including: <ul style="list-style-type: none"> - Liaising with venue for set up - Dealing with queries/issues on the day - Ensuring all CIOB's products/services are promoted 	
Communication and Promotion	5%
<ul style="list-style-type: none"> • Support the wider marketing, comms & digital teams to publicise and promote the events. Including editing and proofing event brochures, agendas, marketing collateral, banners, and other collateral as required. 	
Finance	10%
<ul style="list-style-type: none"> • Manage purchase orders and invoicing via Focalpoint, setting up new suppliers/customers as needed. 	
Other activities	5%
<ul style="list-style-type: none"> • Carry out administrative functions for the Events Team, including, but not exclusively: <ul style="list-style-type: none"> - Managing the Events email inbox - Managing the Event banner process 	

PART 2: DUTIES & KEY RESPONSIBILITIES

<ul style="list-style-type: none">• Provide support and assistance to the Events Team in relation to any ad-hoc departmental and organisational objectives and projects as required which are not specified above.• Travel and overnight stays away from home may be required.	
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This is not an exhaustive list of responsibilities involved in the role and the CIOB reserves the right to change the scope of job in line with the operational requirements.

BOTH THE EMPLOYEE AND MANAGER WILL ELECTRONICALLY SIGN THE JOB DESCRIPTION ON PEOPLE HR.