

We are hiring...

An Events Manager to plan, organise and deliver an incredible experience through a series of events targeted at the most innovative companies in NI, the business community & the young people of NI.

Key Information

- Temporary full-time contract for maternity cover
- Attendance at evening and occasional weekend events.
- Salary up to maximum of £32,200 depending on experience/qualifications.
- Competitive Benefits Package
- Based at The Innovation Centre, Queen's Island, Belfast.
- Reporting to Head of Programmes, Connect.
- **Closing date for applications is Monday, 17th December at 10am**
- **Interviews will be held Thursday 20th and Friday 21st December 2018.**

Our Vision for Northern Ireland

Our vision for Northern Ireland is a community of innovators so powerful its people can change the world. Our role is to provide the home, networks and the empathy to nurture anyone with the talent and ambition to develop world leading products and services that will transform NI into one of the most entrepreneurial knowledge economies in Europe.

Our values

Our values can't be taught they are just who we are. They are embedded in all roles and all applicants must align with the attitudes and behaviours of Catalyst Inc as part of the recruitment process.

Integrity – Do the right thing, regardless

Be Bold – Be ambitious and dare to be different

Passion – We love what we do

The Role

The Events Manager is expected to lead our event management efforts including all event logistics and ensure alignment with the overall objective of the programme.

Functions

- Liaise with Programme managers to understand exact event requirements and leverage synergies between programmes for entrepreneurs.
- Produce high level and detailed plans and reports for each event (including timelines, venues, suppliers, staffing and budgets)
- To design, plan and deliver highly energetic and engaging events for our users
- Set and manage budgets for specific events
- Post event evaluation to inform future events
- Manage compliance obligations for insurance, legal, health and safety
- Management of 3rd Party Suppliers
- Support the programme manager in the recruitment of quality speakers, panellists and volunteers for all events to achieve attendance targets
- Work effectively with the Programme Manager and the Catalyst Inc marketing team to ensure successful marketing of all events to the target market
- To prepare and deliver visually appealing keynote presentations to a range of audiences as required
- Extensive use of Salesforce to maintain records and run reports
- Regular reporting to Head of Programmes at Connect
- Undertaking any other reasonable duties which fall within the remit of this role.

Person Specification

Areas to be assessed	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Degree in event mgmt., hospitality, marketing or business <p style="text-align: center;">OR</p> <ul style="list-style-type: none"> • Proven & relevant (at least three years) event management experience including creative design and delivery 	
Experience/knowledge	<ul style="list-style-type: none"> • Experience of planning & delivering large events (circa 700 attendees) • Experience of working with a diverse group of internal and external stakeholders at middle management to senior level • Experienced setting and managing budgets 	<ul style="list-style-type: none"> • Experienced raising Sponsorship for events
Skills/qualities	<ul style="list-style-type: none"> • Business networking skills • First class communicator • Ability to organise and plan work to achieve performance targets and deliver to strict deadlines • Negotiation skills • Excellent time mgmt. & the ability to work under pressure • Organised and strong attention to detail • Self-motivated & enthusiastic 	<ul style="list-style-type: none"> • Highly competent in CRM solutions such as Salesforce
Special requirements	<ul style="list-style-type: none"> • Proof of right to work in the UK • On occasions to work evenings and weekends for events 	