**Contract:** Permanent, full-time or part-time (25 to 35 hours per week available). Pro rata for part time
**Based at:** Chesterfield, Derby or Nottingham with agile working. Regular travel required between all Chamber offices and for events

**Salary:** £40,000 to £45,000 per annum (dependant on skills and experience)

**1.**  **MAIN PURPOSE OF THE ROLE**

To lead on the design, delivery and financial success of the Chamber’s Commercial Events Programme, including its business awards, celebration dinners and other key commercial event opportunities.

Ensuring the quality of events is high and will maintain interest, leading suggested changes to events to meet the needs and expectations of attendees/market conditions.

**2.**  **POSITION IN ORGANISATION**

* Reports to the Sales and Marketing Director.
* Regular communication with the Senior Leadership Team, Network Leads and Marketing team.
* Line management responsibility for Commercial Events Officers.

**3.**  **DUTIES AND KEY RESPONSIBILITIES**

* To lead on the design, development and delivery of Chamber’s Commercial Events programme and associated budget, including (but not limited to):
	1. Chamber Business Awards for Derbyshire, Nottinghamshire and Leicestershire
	2. Enterprising Women Awards and programme
	3. Chamber Christmas Lunch
	4. Celebration of Culture and Communities event (potentially with support from external consultant)
	5. The Chamber’s Annual Dinner.
* To oversee the delivery of the wider Commercial Events programme, including activity led on by the Commercial Events Officers.
* To support the Sales and Marketing Director in delivery of ad-hoc commercial events opportunities.
* To ensure targets for ticket sales for events are met/exceeded in line with budgets.
* To support the delivery of other regular event programmes, including the Enterprising Women programme and the President Dinner programme.
* To work across different departments to ensure the Chamber Commercial Event Programme is understood and opportunities to engage are maximised by different teams especially other Chamber networks. This includes leading on the events annual calendar for all events/networks/policy work so that timelines are set well in advance each year and no cross over/conflicts are in place.
* To work with the Chamber Marketing Team to ensure plans are developed and executed for the entirety of the Commercial Events programme ahead of time.
* To work with the Commercial Partnership Manager to ensure sponsorship opportunities are developed and realised across the major events programme.
* Participate as part of the organisation’s senior management team, leading on areas of the Business Plan as applicable.
* Effectively and efficiently manage and deliver against the Commercial Events department budget. Developing event budgets for each event and ensuring these remain on target, along with processing of supplier invoices.
* To undertake any other activities as required by the Chamber.

**4.**  **PERSON SPECIFICATION**

|  |  |  |
| --- | --- | --- |
| **Knowledge*** Knowledge of Derbyshire, Nottinghamshire and Leicestershire business community
* Knowledge of major event delivery design and execution
 | essentialessential |  |
| **Experience*** Experience of managing large, complex events
* Experience of budget management and working to commercial targets
* Experience of collaborating across different teams within an organisation to secure great results
* Experience of working within different business communities
* Experience of relationship management with a variety of different stakeholders and at all levels within an organisation
* Experience of event design and promotion to a high level of detail
 | essentialessentialessentialessentialessentialessential |  |
| **Qualifications*** Relevant professional qualification/equivalent experience you can evidence
 | essential  |  |
| **Skills and abilities*** Good management skills, innovative and productivity focused
* Strong communication (written & oral skills)
* High level of skill in Microsoft Office and Cloud based applications including CRMs
* Good presentation skills
* Be methodical, organised, creative and resourceful
* Must be able to exercise tact and diplomacy at all levels
* Be target and outcome driven
* Full driving licence (able to drive in the UK for business purposes)
* Access to own transport
* Must be dependable and reliable
* Must be able to exercise tact and diplomacy at all levels
* Must be able to work under own initiative
 | essentialessentialessentialessentialessentialessentialessentialessentialessentialessentialessentialessential |  |
| **Personal attributes*** Takes responsibility to ensure quality within events
* Collaborates well with colleagues
* Supports others and works well with a team
* Creative and ensures events are fit for purpose
* Must be prepared to work flexibly in terms of working hours
 | essentialessentialessentialessentialessential |  |

**5.**  **ADDITIONAL INFORMATION**

This role is eligible to participate in the Chamber’s agile working policy but must operate onsite more frequently than the policy minimum – operating from Chamber offices regularly to build/maintain relationships, collaborate and develop their understanding, along with event attendance throughout the geography.

Employee name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_