

## JOB DESCRIPTION

### Events Manager

**Salary:** Competitive salary, negotiable based on experience

#### Background

This is a fantastic opportunity for an experienced events manager to join a UK based educational charity based in Bradford, West Yorkshire. You will take the lead role in organising and supervising all the charities events, including educational, promotional, business and social events.

#### Location

This role will primarily be based at the Heaton Mount site in Bradford, with travelling to other Greensville Trust sites and external venues as and when necessary.

#### Principal Responsibilities

- Brainstorming and implementing event plans and concepts
- Delivering on event brief objectives
- Marketing and hosting events
- Handling budgeting and invoicing
- Liaising and negotiating with vendors
- Managing event logistics
- Updating senior management
- Managing branding and communication
- Developing event feedback surveys
- Obtaining permits
- Handling post-event reports
- Management of event resources
- Improve client loyalty
- Enhance brand-to-client experience
- Planning and managing events' calendar
- Amplifying brand visibility
- Enhancing client and employee relations

#### Qualities of the ideal candidate

This is an excellent role for an experienced events manager with the following qualities:

- Degree in marketing, communications, or hospitality
- A "can-do" attitude
- Communication and marketing skills
- Skilled project manager
- Good team management
- Highly organised
- Multi-tasker
- Good time management
- Proficiency in IT
- Excellent interpersonal skills

## How To Apply

To apply for this role, please send your current CV along with a covering letter detailing skills and experience in relation to the job description in no more than 1200 words, to: [jobs@greensvilletrust.org](mailto:jobs@greensvilletrust.org).