

PROJECT AND EVENTS MANAGER

Salary Group	Senior Technical or Functional Manager
Why your role is important	<p>This role plays a critical role in the project management and delivery of high-profile, engaging campaigns and events that will deliver real benefit to SMEs across the UK.</p> <p>Your hard work will ensure the success, profitability and increased brand recognition for UMi and our commercial partners.</p>

MAIN RESPONSIBILITIES AND KPI'S

- Always uphold the ART of UMi in all that you do.
- When you see an opportunity to do so, use your skill, experience, and personal characteristics to support projects and activities outside of your core role.
- Be an advocate of UMi through active involvement in promotional and marketing activity and through broader networking and introductions.
- Uphold our commitment to people, planet and profit by consistently operating to UMi's policies, standards and ethics.
- To deliver and organise all events and projects in a smooth and controlled manner, using the established event / project management process.
- To research, liaise and negotiate with venues and other key suppliers to ensure the best price.
- Working with the Sales Team to contribute to the sales of exhibition stands and event sponsorship packages.
- To research and liaise with suitable speakers, trainers and facilitators
- Effective Budget Management.
- Sponsor, exhibitor, delegate and stakeholder management and liaison.
- Working with UMi marketing team to create and deliver innovative and results driven marketing and communication plans.
- Deliver all projects in line with our standards of ISO 9001 for quality and ISO 14001 for environmental business management.
- Effective on-site management and control during set up, delivery and breakdown for all events.
- To ensure robust customer satisfaction and impact evaluation processes and to lead the creation of post event evaluation reports.
- To regularly monitor feedback relating to events and workshops and to take appropriate actions.
- To perform the role in accordance with UMi's policies and procedures.
- To perform any other duties that may be reasonable required from time to time.

THE ART OF UMi

Our values and beliefs

- **Adventurous** – our adventures take us far and wide – they're tough and exciting but we are fearless and open-minded about where they might lead.
- **Responsible** – we share a collective responsibility to each other, respect the world we live in, and we keep our promises.
- **Togetherness** - We can achieve more together than we can apart, and we know that businesses are more than just bricks and mortar or numbers on a spreadsheet – they're powered by people.

YOUR ROLE WITHIN UMi

- Team: Commercial Services
- Your Manager: Head of Commercial Services
- Reports: None

THE ESSENTIAL THINGS YOU NEED

- Educated to A Level standard or equivalent
- Excellent time management skills to multi-task and manage numerous projects in same time period
- Excellent contract management skills
- ICT Literacy with competence in Microsoft Office packages
- Attention to detail, methodical approach, creative, innovative, customer focused and problem solver
- Experience of building strategic relationships
- Excellent communication skills
- Current driving licence and ability to fulfil transport requirements of post
- 2 years experience of events delivery in a business to business context
- Experience of procurement tender processes and negotiation with suppliers
- Excellent literacy and numeracy skills
- Experience using events management systems such as cvent or eventsair

THE THINGS THAT ARE NICE TO HAVE

- Degree or equivalent in relevant subject area
- Knowledge of regional business support
- Experience of marketing tactics, tools and implementation
- Ability to demonstrate a flexible approach to work
- Understanding of business issues and key business topics
- Experience of Virtual Event delivery