

## London First Job Description

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**Title:** Events Coordinator

**Reporting to:** Senior Events Manager

**Department:** Corporate Affairs – Events & Marketing team

**Scope:** Permanent

### About the role:

This role sits in the Corporate Affairs Team within the events & marketing function at London First that aims to create a compelling events proposition that supports recruitment and retention and grows commercial income.

The Events Co-ordinator plays a pivotal role in the support of the events programme, reporting to the Senior Events Manager whilst contributing to the smooth running of the wider corporate affairs team and business. The events team delivers a varied programme of c.120 in-person, hybrid and virtual events per year, ranging from small policy briefings and roundtables to large commercial conferences and awards. This mix of policy and commercial activity provides the backbone for much of London First's engagement with both members and stakeholders, and as such is a critical delivery function for both our political influence and our commercial income.

You will be a first-rate administrator, combining brilliant organisation and communication skills with sound attention to detail, bags of initiative and an interest in events, this role will underpin the delivery of a successful events programme.

### Key Responsibilities:

- Manage all logistics for policy events from creating them on our events system, collating events forms, putting together invitation and web copy, managing invitation lists and responses, responding to queries in a timely manner, sending joining instructions, helping manage the events email inbox and working on-site to deliver a successful event experience.
- Working with our members who are hosting events to ensure appropriate rooms and AV are booked, catering is planned, carrying out site visits where required. Ensure queries are responded to in a timely manner and members receive all the information they need on the event they are hosting.
- Where events are virtual, ensure they are set up on the appropriate platform, joining links are created for speakers and added to diaries, and connectivity tests are arranged prior to the event. Ensure all attendees are sent joining instructions with a registration link to the platform. Work with colleagues in the events team to run the virtual event on the day.
- Support the Senior Event Manager on the planning, delivery and onsite management of larger events, logging bookings, processing refunds, preparing materials and briefings. Under senior colleague's guidance take on agreed sections of larger event delivery to develop wider events knowledge and skillset e.g. budget and supplier management.

- Work proactively across teams, to ensure events are delivered in an accurate and timely manner, issues are flagged proactively and early so solutions can be put in place, internal clients and team feel informed of progress and next steps.
- Accurately prepare core event materials using existing templates, including attendee lists, name-plates or badges, ensuring they are checked before being sent onsite.
- Ensure a compelling and coherent LF identity is implemented in events (content, visuals etc), working closely with the marketing team
- Ensure the team has all the equipment on-site and in the office that is required to deliver an event; including regular checks, reports and management of stock, as well as courier management
- Ensure post-event follow up including sending out surveys and thank yous and confirming final attendee lists.
- Be a proactive member of the wider Corporate Affairs Team that Events, Events and Marketing sits within, supporting the delivery of the Corporate Affairs plan: champion it across the organisation. Contribute to meetings, update weekly events reports tracking key metrics and putting forward ideas to streamline processes.

## **Selection Criteria**

### *Essential*

- Strong written and verbal communication skills with real attention to detail and able to execute tasks to a high level
- First rate organisation skills, with proven ability to prioritise and deliver multiple parallel tasks in time
- Previous experience organising or supporting on events
- Efficient diary manager able to manage upwards, use judgement and discretion
- Proactive with an instinctive ability to anticipate event and team needs e.g. spotting risks and creating opportunities.
- IT literate: essential proficiency in Microsoft Word, Excel and PowerPoint and use of a CRM database (ideally Microsoft Dynamics);
- Motivated and enthusiastic in approach, team player with a good sense of humour

### *Desirable*

- Experience of CRM systems and /or events booking systems
- Knowledge of and interest in business and public policy in London
- Events or Communication related qualification

## **About London First**

Our mission is to make London the best city in the world in which to do business. We operate as a business campaigning force, with over 200 members, and are uniquely placed to champion the city.

Over the past three decades, we've campaigned for the creation of the office of London Mayor and Transport for London, for Crossrail, for congestion charging and for expansion at Heathrow; we incubated Teach First and created the UK's largest annual jobs and careers fair for school leavers, Skills London.

Now, we are pursuing an agenda that will keep London at the forefront of global business, working with and for the whole UK: people, place, competitiveness and connectivity.

*London First is an equal opportunity employer. Our values support our vision of a truly inclusive, culturally and socially cohesive capital. We are committed to achieving and maintaining a workforce which represents the population from which we derive our business, in terms of age, disability, ethnicity, gender, religion and sexual orientation.*