**Job Description: Events Manager**

*The Nuclear Institute is a registered charity – and acts as the Learned Body and Membership Society for the Nuclear Industry. The Nuclear Institute conducts educational and outreach activities, organises events and conferences, produces a respected industry journal, and supports professionalism within the industry and of our members. The Nuclear Institute works closely with other organisations within the industry, as well as the Engineering and Science Councils which licence the Nuclear Institute to register professionals as Chartered Scientists and Engineers. The Nuclear Institute carries out these activities through the generous support of our volunteers, with a small headquarters team providing support.*

**Role description**

Manage delivery of the events function of the Nuclear Institute by integrating planning, strategy and event production of each event against the agreed business plan and rolling 12-month event plan. This is a senior role within the organisation and requires someone who is a self-starter and has a logical and methodical approach to work. The ability to work with a range of people at all levels is crucial to success in this role.

**Main Duties**

* Generate master events list in collaboration with trustees, volunteers and HQ staff.
* Set strategy for business planning of all proposed events in any one calendar year.
* Work with the Marketing and Communications Officer for all event promotion activities, ensuring that all channels to market are utilised to best effect including website, newsletters, mailing lists, social media and partner organisations.
* Promote and secure all event sponsorship packages and ensure delivery of all terms.
* Working with the Events Officer to ensure bookings are processed efficiently, event payments are collected on time and appropriate actions are put in place if required.
* Carry out event management functions such as:
  + Write event programmes from ideas provided by the NI Enterprises Board and from own research.
  + Source, book and liaise with venues and other event suppliers.
  + Manage pre-event logistics including ensuring pre-payment, sending out joining information and tickets, preparing event materials including name badges and printed material and ensuring receipt of items at venue.
  + Manage post-event logistics and reconciliation including circulating delegate lists, surveys, disseminating content. This includes maximising NI event brand strength through repeat events.
* Oversee the events approval process (through the Investment Appraisal Panel) in partnership with each event sponsor (lead volunteer).
* Manage the event reporting cycle for the CEO and report on any unexpected variances/early warnings and potential cancellations monthly. Enable recovery planning where appropriate.
* Mange the NI ‘lessons learned and issues log’ such that feedback from events is understood and disseminated at Board Meetings. Ensure appropriate actions are taken where identified and risks are added and reviewed on the NI risk register.
* Manage event webinar system and process.
* Attend NIEnts and Events Committee meetings as the first point of contact for the HQ team on events.
* Provide active support at key NI conferences and exhibitions. This will involve occasional UK travel - not likely to be more than 2-4 days per month.
* Lead the NI monthly Webinar events on a rolling basis and work with the lead volunteers to build the programme and increase member benefits and attendance numbers.
* Monitor all NI Special Interest Groups with a view to developing potential future events.

**Key skills and responsibilities**

***Essential***

* At least six years’ experience of working in an events role.
* Experience of managing a significant budget and being wholly responsible for its delivery.
* Able to manage projects to deadlines and to manage a number of tasks simultaneously and autonomously.
* A confident attitude, willingness to learn, and enthusiasm to take on new tasks as needed.
* Negotiating and people management skills.
* Able to work in a small team with minimal direction.
* Self-starter.
* Excellent IT, written and verbal communications skills.

***Desirable***

* Experience of managing CRM systems, websites and creating and updating content
* Experience of writing promotional materials
* Experience of working within a membership organisation
* Excellent customer service skills

**Reports to:** CEO

**Application Procedure**

Please send a CV (max 2 pages) and a covering letter outlining your particular suitability against the key skills required to [hr@nuclearinst.com](mailto:hr@nuclearinst.com).

The closing date is the end of the day on **11 May 2017** with interviews planned for the week commencing 22 May.