

## Senior Events Officer

**Job purpose:**

The Senior Events Officer will be responsible for managing and delivering a portfolio of high value commercial conferences at the Law Society. You will oversee up to four conferences, thought leadership events and other projects simultaneously ensuring high professional standards, effective logistics, and smooth onsite execution. The role will involve end-to-end logistics, budget management, working with internal stakeholders, volunteer committees and assisting the Conference Producer with developing event content and post-event evaluation.

**Key accountabilities:**

Working as part of the Events team to deliver a successful programme of member facing events (around 150+ events each year). This role, in addition to the allocated events, will support and attend other events where required.

**Project management**

- Develop, track and manage comprehensive project timelines to ensure all deadlines are met.
- Chair and minute all internal staff working groups to enhance cross-team collaboration.
- Working with Events Manager and Head of Events and Training on the delivery of KPIs and achieving targets.
- Mentoring and supervision of junior team members.
- Actively contribute the department's continuously improvement strategy.

**Programme/Speaker management**

- Working with the Conference Producer to support with research and programme creation.
- Liaising and managing speakers to ensure they are prepared and have all relevant information.

**Stakeholder management**

- Working and assisting the Member Engagement Team with sourcing volunteers for member working groups.
- Liaising and providing regular updates to internal stakeholders, external volunteers and committees
- Communicate with Sales and Partnerships team to ensure all commercial clients contracts are organised in order to deliver agreed sponsorship.

### Logistics management

- Managing end-to-end logistics and ensuring the professional delivery of events (in-person, virtual or hybrid).
- Leading the creation and setting up of event booking websites and working with team to ensure all information is updated on timely basis.
- Responsible for sourcing and negotiating terms with external venues and being main point of contact throughout.
- Manage relationships and communicate with third party suppliers including venues, AV production.
- Managing delegate logistics including bookings, sending joining instructions and handling queries.
- Overseeing post-event management including evaluations and debriefs.

### Financial reporting

- Create, forecast, and report on budgets for all assigned events, ensuring financial accountability.
- Monitor and analysis financial performance and make recommendations for improvement.
- Ensure timely reconciliation of accounts and collection of event-related debts.

### Marketing

- Collaborating with marketing department on production of effective marketing campaigns.
- Responsible for drafting, reviewing and proofing copy for website, digital and printed promotional materials.
- Ensuring all branding related to the events align with the corporate style guidelines.

Other duties from time to time as appropriate and subject to workloads.

### Knowledge, skills & experience

#### Essential:

- Experience in events management.
- Demonstratable project management experience.
- Excellent time management skills: ability to plan, multi-task and prioritise work to ensure that all activities are completed within deadlines
- Experience of managing budgets, forecasting and regular financial reporting.

### Organisation chart

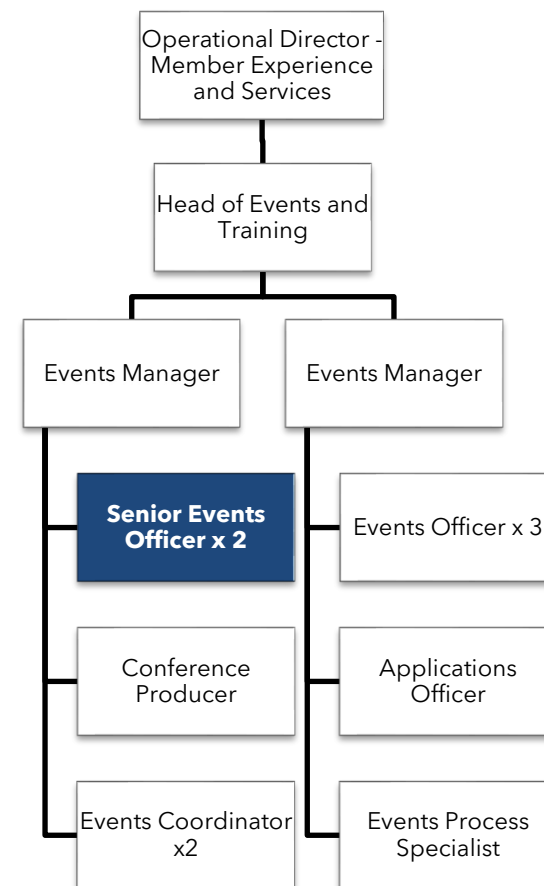
- Experience of working on marketing campaigns within strict brand guidelines.
- Ability to liaise and build relationships with people at all levels, internal and external to the organisation.
- High degree of accuracy and attention to detail
- Ability to cope well under pressure
- Excellent written and oral communication skills
- Customer handling experience
- Customer oriented approach
- Work effectively within a team to support others
- Experience of working with databases
- Experience of all Microsoft Office packages

**Desirable:**

- Experience of working in a membership organisation.

**Location:**

- At least one day a week in the Chancery Lane office depending on business needs.
- Some work out outside of daytime working hours or at weekends may be required.



**Planning & organising:**

- Juggling the demands and competing deadlines for multiple events at any one time can be challenging. It is essential to communicate clearly with fellow colleagues so that the work is prioritised appropriately for the different events and conferences.
- The post holder is expected to show excellent time management skills to ensure that while fulfilling all immediate tasks they are also paying attention to events that are in the future to ensure they stay on deadline with their assigned tasks.