



Events Manager

Title of post	Events Manager
Post number	05
Full Time Equivalent (FTE)	0.8FTE 29.6 hours per week
Grade/salary	Grade 9: £34,520 - £37,706 Starting salary pro-rata: £27,616
Contract Duration	Permanent
Annual Leave	25 days annual leave and 8 bank holidays (FTE) pro rata (Annual leave restricted from mid July to mid September due to ALT's business cycle)
Line Manager	Chief Operations Officer
Staff managed	Casual or project staff as needed

What the role involves

The post holder will lead and develop ALT's events programme. As ALT's Events Manager, you will be responsible for the logistics of all of ALT's conferences and events, including ALT's annual 3 day international conference and the Open Education conference.

Specifically, the role of the Events Manager involves:

1. Reporting directly to the Chief Operations Officer, and working closely with the staff team, to develop and deliver ALT's programme of events.
2. Organising the logistics for ALT's conferences, managing associated budgets and revenue generation (incl. running all face to face events on site with 250-500 participants).
3. Working in partnership with Members (volunteers) to create the academic and social programme including supporting conference committees
4. Managing event-related collaborations with ALT's partner organisations, nationally, and internationally.
5. Carrying out event evaluations, including acting as first point of call and the person responsible for feedback and complaints.

6. Evaluating and reporting on events to committees including the Board of Trustees.
7. Coordinate event communications and social media including promoting opportunities for members and partners across sectors.

Business and project management

1. Devise and manage project plans, risk registers and budgets for events and other areas of operations.
2. Supported by the Finance Officer, negotiate with potential and selected suppliers of products and services to secure best value, and manage and develop ALT's long term relationships with its suppliers.
3. Recruit, train, and line manage casual staff employed by ALT in the run-up to and during conferences.

General

1. Represent ALT at events, promote ALT and establish new and develop existing relationships with partners and stakeholders, this may involve occasional weekend, and evening work, and travel within the UK, and will include attendance at the ALT annual conference in the UK.
2. Contribute to the development and implementation of the ALT Strategy.
3. Undertake training to ensure appropriate skills are acquired or developed.
4. Provide occasional holiday and sickness cover for posts at the same or lower level.
5. Undertake any other duties and responsibilities as may be determined by ALT that are commensurate with the level and grade of this post.

What we are looking for

	Essential	Desirable
Education / training	Level 3 qualifications or a degree level qualification, preferably in charity management, academic/education management or related subject and substantial prior experience in a similar role	An event management qualification and/or a project management qualification. CMALT Interest in Learning Technology
Relevant experience	<p>At least 3 years experience working in a managerial role/a comparable role</p> <p>Experience of working successfully under pressure to manage the delivery of a number of events simultaneously or delivery of all aspects of a complex event, prioritising workload to ensure project deadlines are maintained and client expectations are met.</p> <p>Experience of agency, venue and staff management including briefing, negotiating, monitoring and feedback.</p> <p>Experience of budget management in relation to events activity.</p> <p>Experience and confidence when working with internal and external stakeholders at all levels.</p> <p>Strong experience of using G Suite (Gmail, Docs, Sheets, Calendar, Drive) in a professional context</p> <p>Experience using social media, in particular Twitter and Hootsuite, for public communications</p> <p>Experience of working independently and as part of a team</p> <p>Experience of working successfully under pressure to manage a number of competing deadlines simultaneously, prioritising workload to ensure deadlines are met</p>	<p>Experience of working within a distributed organisation</p> <p>Experience of working in the education or charity sectors</p> <p>Management of professional accreditation development schemes within education</p>
Relevant skills and aptitudes	<p>Sound knowledge of business procedures and office management, including those relating to data security.</p> <p>Ability to achieve value for money in</p>	Experience of using CiviCRM contact management systems

	<p>purchasing negotiations.</p> <p>Experience of managing projects.</p> <p>Self motivation and the ability to work with minimal supervision.</p> <p>Aptitude for working as part of a team in a fluid results focussed environment.</p> <p>Knowledge and experience of sourcing and using the latest event related technologies.</p> <p>Ability to create detailed event management / logistics briefs and to compare and comment on proposals.</p> <p>Basic copywriting skills and good written and oral communication skills.</p> <p>An understanding of how to manage business-risks in relation to events.</p> <p>Ability to use content management systems including updating internal records and public web pages and knowledge of essential accessibility standards</p> <p>Ability to devise and implement complex administration workflows</p> <p>Excellent attention to detail and ability to work accurately</p> <p>Awareness of the Data Protection Act and GDPR, inclusion and accessibility</p>	<p>Experience of using Drupal and WordPress content management systems</p>
Special requirements	<p>Able to occasionally travel to venues, work away from the office and occasionally stay away from home overnight, including at the ALT annual conference in early to mid September between Sunday and Thursday inclusive (Because of the timing of the ALT conference, the opportunity to take extended leave between mid-July and the ALT conference is considerably restricted).</p> <p>A working space and environment which permits you to work from home (ALT will provide a computer (Chromebook) and peripherals.</p> <p>Employees receive a monthly £18 allowance to assist with utility costs including reliable broadband connectivity).</p>	<p>Clean driving licence</p>
Other	<p>Commitment to and interest in ALT's aims and values.</p>	

What ALT offers you

- 25 days annual leave and 8 bank holidays (FTE) pro rata.
- A defined contribution pension scheme (12% employer contribution, voluntary employee contribution).
- A monthly £26 allowance to assist with working expenses.
- Flexible working arrangements.
- Development and training opportunities.
- A passion for our members, education and learning technologies.
- A commitment to promoting and developing equality of opportunity in all our functions.

How to apply

Please apply by sending us your CV together with a cover letter which explains how your skills and experience meet the personal specifications and why you would like to work for ALT.

We review all applications and then invite short-listed candidates to a virtual interview and task. During the interview you will meet the staff team and have the opportunity to ask questions. We notify all candidates after the closing date whether they have been shortlisted, but due to the volume of applications we usually receive, we are not able to provide feedback to candidates who are not shortlisted.

Closing date for applications: Sunday 5th February 23:59 anywhere in the world

Candidates will be notified by: Tuesday 14th February

Interviews scheduled for: Wednesday 22nd and Thursday 23rd February

Start date: ASAP

Email your CV and covering letter or enquiries to recruitment@alt.ac.uk.