

# The Role: Senior Event Manager

We are looking for an experienced Senior Event Manager to take the lead on some of our iconic events for charity in 2024.

The Senior Event Manager will be responsible for all the **pre-planning** and **delivery** of a growing portfolio of outdoor **events**. This will primarily focus on a nationwide series of long-distance treks kicking off in May 2024. You will ensure all events are executed **professionally, on time, within budget** and to **client expectations**. You will manage a Project Team responsible for planning and delivering the event series, and during the event day, you will **manage a team** of Operations Staff and volunteers.

- Typical working hours are 37.5 hours per week
- The role will involve travel across the UK, visiting venues and hiking various distances.
- The role will demand **working for several weekends** across the event season. Days in lieu will be offered for every weekend days worked, with a bonus day for every four weekend days worked.



# Key Accountabilities: Senior Event Manager

- **Full Event Management** of a portfolio of events
- Building **strong relationships** with clients, venues and stakeholders, working closely with them to develop a close knit partnership
- Acting as **Account Manager** for clients, building strong relationships in the lead up to and on event day.
- Managing a complex **Project Plan**, ensuring all Operational tasks are on track at all times.
- Overseeing Project Team to ensure client **Service Level Targets** are on track at all times
- Creating and implementing **complex logistical and operational plans**
- Taking responsibility for **H & S and emergency planning** for all events, including liaising with independent H & S where necessary
- Contracting and **managing suppliers** to ensure that they efficiently and effectively provide their services whilst staying within budgeted limits
- Setting, managing and reporting on multiple **event budgets**
- **Managing live events**, in an Event Manager or Account Manager capacity.
- **Collaborating** with and **supporting** other team members
- Contributing towards improving our **social and environmental impact**, to continually improve on our performance as a Certified B Corp.
- Being an **advocate of our Company values and mission**, ensuring our suppliers, staff, clients and volunteers are inspired and motivated to join us in our efforts.
- Playing a significant role in the **development and growth** of the Company

# Knowledge, Skills & Personal Characteristics: Senior Event Manager

We choose our team based on shared values, personality and passion rather than just experience.

## Skills

- Four to five years' experience in **Event Management** or similar role
- Knowledge and experience of **delivering complex Operations** on outdoor events (experience of trekking events is a bonus)
- Excellent **planning and organising skills**, including setting objectives, project planning, managing time, resources and monitoring progress
- Great at **building relationships** within the team and with key partners
- An ability to **juggle multiple projects** and deadlines
- An interest and skill in **creating and innovating** and keeping on top of Industry trends.
- A knowledge or experience of **charity fundraising events** (preferred)
- Full UK Driver's Licence

## Personality

- Have an energetic and lively personality, with the ability to motivate and inspire others
- Have a genuine passion for the outdoors and to be physically active
- Be passionate about making a positive social and environmental impact.
- Be a perfectionist who strives to exceed expectations with events
- Have strong interpersonal skills with a wide variety of audiences
- Be able to go the extra mile and be willing to get stuck in to all tasks
- Have the ability to remain calm under pressure
- Be self-motivated and able to work independently
- Be willing to drive a variety of vehicles including Company vans, ATV and 4x4 vehicles.

# Remuneration & How to Apply

**Role Location:** London / Hybrid. One day every 2 weeks to be spent at our London office, when not away on events.

**Role Type:** Permanent, full time.

**Salary:** £35,000 - £45,000, depending on experience.

**How to Apply:** Please send a CV and Covering Email to [sarah@gladiatorevents.co.uk](mailto:sarah@gladiatorevents.co.uk), outlining your reasons for applying and highlighting any key information to support your application.

**Application Closing Date:** Friday 2<sup>nd</sup> February 2024; 5pm.

**Start Date:** February – March 2024.



# How to Apply

Please submit your CV (maximum 2 pages) and Cover Letter outlining your motivations for applying to [Sarah Kenny](#), Founder of Gladiator Events ([sarah@gladiatorevents.co.uk](mailto:sarah@gladiatorevents.co.uk)).

