



Position: Part Time Event Organiser

Start Date: ASAP

Salary: Circa £20,000- £25,000 pro rata per annum plus bonus potential

The Company:

With a staff of 8, located in offices in the centre of Manchester, Organise This has experience of working on major events where sustainability has been the driving factor, including large scale international sporting, business and cultural events.

Organise This was the first event management company to be 3rd party certified to BS 8901, the British Standard for Sustainable Event Management.

Company MD, Fiona Pelham, chaired the development of the British Standard for Sustainable Event Management, BS 8901 and is currently co-chairing the development of the International Standard, ISO20121.

Started in 2004, Organise This is part of a collaboration of 3 companies.

1. Organise This Ltd, a sustainable event management company which plans and manages events that are community involved, environmentally friendly and demonstrate good economic practice.
2. Positive Impact, a not for profit project delivering education on sustainability to the event industry.
3. Sustainable Events Ltd, a consultancy which offers tailored support for the implementation of sustainability in the event industry.

The vision of the company:

To show leadership for a sustainable event industry

The mission of the company:

To support the development of sustainability within the event industry

The company values:

Transparency, Honesty, Integrity, Leadership, Professionalism, Collaborative, Positivity and Pro Activity

Supporting the Development of Sustainability in the Event Industry

The Job Role:

Organise This Ltd, have a vacancy for an experienced part time event manager to expand the event management side of the business. The event manager may also lead on the delivery of projects providing tailored support for the implementation of sustainability within the event industry. The event manager will be responsible for event management and venue finding.

Our Expectations:

- Reporting to the Managing Director you will have event management and venue finding experience, an understanding of sustainability and an interest in exploring how to implement this in the event industry.
- You will be confident with public speaking and presenting to audiences.
- A productive networker you will have excellent communication and presentational skills, and capable of working on your own and using your initiative.
- You will be able to identify new opportunities and bring on new clients whilst retaining and developing relations with existing clients.
- You will be joining an existing team of like minded people and will be keen to be involved with projects throughout the UK and abroad.
- You will be comfortable working to a realistic monthly sales target and demonstrate results within a 2 month period.
- You will be the lead contact for new client accounts and generating sales
- You will have good presentation and organizational skills and be capable of writing articles, providing interviews and associated marketing material.
- You will have a can do attitude and when faced with something that seems 'impossible' have ideas and an approach that may make it slightly possible!
- You will be comfortable in and inspired by being in a growing business environment

What you can expect from us:

- A flexible working environment, which does not require you to be in the office every day.
- An opportunity for national and international travel if this is of interest.
- A Manchester city centre office base.
- Being part of a friendly team with responsibility for influencing changes in event sustainability.
- The opportunity to grow your salary with clear sales targets and bonus potential.
- The support to create your perfect career, which aligns with your home life.

How to apply:

If you are interested in the position please email your CV together with a letter containing at maximum one side of A4 explaining why you think you would be suitable for the position to:

david@sustainableeventsltd.com

Please consider sustainability before you choose to print this job specification