

Job description: **Events Manager**

Title:	Events Manager
Team:	Philanthropy
Reports to:	Director of Philanthropy and Partnerships
Direct reports:	Events Officer
Salary:	£32,950 per annum
Contract:	Permanent
Working hours:	Full time (37.5 hours per week)
Location:	Central London
Starting date:	ASAP

About Impetus

Impetus transforms the lives of young people from disadvantaged backgrounds by ensuring they get the right support to succeed in school, in work and in life.

We find, fund and build the most promising charities working with these young people, providing core funding and working shoulder-to-shoulder with their leaders to help them become stronger organisations.

In partnership with other funders we help our charities expand and we influence policy and decision makers so that all young people get the support they need.

Impetus currently has 35 members of staff, supporting 19 charities with programmes across England, Wales and Scotland. We are a passionate, diverse group of people who enjoy working together to help young people to succeed at school, work and in life. We have an open, warm and engaging culture; committed to learning and to delivering high quality programmes and services. We are looking for a talented, creative Event Manager to join our vibrant team.

About this role

This is an exciting opportunity for a great Events Manager to join our dynamic Philanthropy Team. The successful candidate will be a highly organised individual who has a positive, can-do attitude, who enjoys working independently and as part of a team.

Impetus has a successful annual programme of events including the Transforming Lives Dinner, the Impetus Triathlon and Impetus Future Party which together usually raise over £1.5 million. We are looking for an Events Manager who will lead on delivering this programme of events, while also working creatively to innovate and improve our programme.

Reporting to the Director of Philanthropy and Partnerships, the Events Manager is an integral part of the Impetus team, leading on Impetus' annual events and strategic development. The Events Manager line manages the Events Officer, supports the delivery of other events in the portfolio and is involved in all aspects of events management such as managing event suppliers, budget planning, onsite delivery, and marketing.

We are looking for a candidate who has demonstrated high-profile event creation and project management experience, has excellent organisation and communication skills meets targets and sets deadlines with minimal supervision.

You will be friendly, approachable, and enthusiastic in nature, with excellent interpersonal skills to liaise with supporters, donors, stakeholders, and team members at all levels.

Key responsibilities

- Strategic oversight and effective project management of existing Impetus events (Impetus Transforming Lives Dinner, Triathlon) and further development of events calendar, testing appetite for new events, for example a new flagship Impetus sporting event.
- Develop and continually evaluate the events calendar, looking specifically at issues such as return on investment and time and resources required.
- Oversee management of these events from conception to evaluation (liaising and negotiating with suppliers, venues, wider logistics, support to event guests). This includes on-site management of Impetus events including management of staff, briefings, and live trouble shooting
- Represent the events team within the Philanthropy team, wider organisation, and with relevant external stakeholders
- Manage and develop Industry relationships across the Private Equity sector
- Successfully manage partnerships and communications, providing strategic planning, project management and reporting
- Work with the Head of Communications and the Communications Manager on the design, and production of all event communications and collateral
- Oversee development and maintenance of events websites
- Develop, manage, and report to committees for income generating events
- Line manage the Events Officer
- Support Events Officer with delivery of sponsorship packages
- Oversee input of all events data onto central CRM databases, including Salesforce and Eventsforce

- Manage budget development and setting of income targets for each event. Oversee day-to-day management of budgets
- Oversee all invoicing, accounting, financial reconciliation, and monthly reporting alongside the Philanthropy Assistant and Events Officer

Person specification

Essential

- A commitment to Impetus' mission
- A commitment to equality, diversity, and inclusion
- Experience of delivering fundraising events (Special events, sporting events)
- Experience of running events generating income at a high six-figure level
- Track record of relationship management, including key stakeholders, event committees and sponsors
- Experience of developing and implementing events strategy
- An organised, strong project manager with the ability to devise event plans and use project/account plans, budgets, and other financial information
- Proven experience in project management across event lifecycles
- Excellent organisational skills and the ability to prioritise busy workload
- A calm approach and work well under pressure with the ability to meet tight deadlines in a fast-paced environment while managing multiple projects
- Practical approach to problem solving
- Excellent written and verbal communication skills
- Negotiation skills and experience working with suppliers
- Experience managing volunteers at events
- Experience managing staff
- Ability to work independently or as part of a team
- Meticulous attention to detail
- Understanding of databases, to include data entry and reporting (knowledge of Salesforce desirable)
- Excellent IT and digital skills including CRM skills, PowerPoint, Word and Excel

Desirable

- Experience in digital communications, including automated email journeys
- Experience of data management / report writing
- Knowledge of the private equity sector
- Knowledge of sponsorship market
- Knowledge of the youth sector

We believe that a diverse workforce leads to an organisation that is more open, creative and gets better results.

We want our team at Impetus to represent the diversity of the people and communities we serve. We also want our team to be one where different experiences, expertise and perspectives are valued, and where everyone is encouraged to grow and develop.

We want to reach a diverse pool of candidates. We are happy to consider any reasonable adjustments that potential employees may need to in order to be successful.

We recognise the importance of a good work/life balance. We do everything we can to accommodate flexible working, including working from home, working part-time job shares and other arrangements.

Please just let us know in your application or at any stage throughout the process (and beyond) if these are options you'd like to explore.

How to apply

Please send a comprehensive CV and supporting statement to recruitment@impetus.org.uk by 9am Tuesday 6 July 2021. The supporting statement should be no more than two sides of A4 and should address the criteria in the person specification.

In order to complete your application please also complete the following equal opportunities monitoring form:

<https://www.surveymonkey.co.uk/r/ImpetusRecruitment-EqualOppsMonitoringForm>

You should also include the contact details of two referees, one of whom must be your current or most recent employer. Referees will only be approached with your express permission. You will also be required to provide proof of your eligibility to work in the UK. As part of our commitment to flexible working we will consider a range of options for the successful applicant. All options can be discussed at interview stage.

First round interviews will take place on 12 and 13 July 2021

Second round interviews will take place on 20 July 2021

Your personal data will be shared for the purposes of the recruitment exercise. This includes our HR team, interviewers (who may include other partners in the project and independent advisors), relevant team managers and our IT service provider if access to the data is necessary for performance of their roles. We do not share your



data with other third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you. We do not transfer your data outside the European Economic Area.

Impetus is an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, race, age, disability, religion, belief, sexual orientation, or marital status. We value diversity and welcome applications from people of all backgrounds.