**Role Profile**

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| **Role Title:** | Events Manager |
| **Department:** | Corporate Affairs |
| **Role Purpose:** | The purpose of External Affairs is to anticipate and respond to the external environment through assessment of policy, promote positively the business interests of Midland Heart and protect these interests from emerging issues.  The Events Manager will work with the Internal Communications Manager and Director of Communications and External Affairs to oversee the delivery of Midland Heart staff events most notably the staff conference in September |
| **Reporting to:** | Director of Communications & External Affairs |
| **Responsible for:** | PR & Social Media Specialist |
| **Disclosure level:** | N/A |
| **Role Level:** | Frontline Manager |

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| **Key Role Responsibilities** | * Work with the Internal Communications Manager and Director of Communications and External Affairs to oversee the delivery of Midland Heart staff events most notably the staff conference in September * Take responsibility for the internal communications leading up to the staff conference * Oversee the £300k staff conference budget * Project manage the staff conference alongside an outside agency * Prepare senior internal stakeholders for their role in the event * Work with members of the Exec team to decide content for the event * Bring the content to life – ensuring that the day captures the imagination of the colleagues in attendance * Ensure that all staff events hang together to ensure colleague engagement, enthusiasm and knowledge are constantly developing * Following the successful completion of the staff conference devise a forward plan that ensure that all following events build on the discussions, decisions and content of the day |

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| **Education, Qualifications and Training** | * Evidence of continued professional development to include leadership development |
| **Knowledge and Experience** | * Extensive professional knowledge of event management * Strong understanding of the latest trends and thinking in internal communications * Experience of advising and influencing senior internal stakeholders * Strong track record of budget management and contractual management of external suppliers |
| **Role Specific Skills & Behaviours** | * Excellent communication and engagement skills and ability to work effectively and co-operatively with colleagues, partners and the public * Capacity to think strategically and analyse and solve complex problems * High level of skill in relationship building and able to operate in an environment of complex relationships * High level of influencing and interpersonal skills who can negotiate effectively * Creative flair and imagination * Ability to handle and thrive in a fast paced environment managing numerous priorities * Ability to manage and inspire colleagues * Strong personal commitment to working collaboratively and ability to build effective relationships with people of all capabilities and attitude * Be comfortable with our organisations values and be happy to demonstrate these values in action in your work * Be comfortable in adapting to situations and able to work well in a high pressure environment * A commitment to flexibility in delivery and style to meet business needs and pressures * An ability to communicate with staff and teams at all levels across the Group. Good oral, verbal and interpersonal skills in order to engage and influence * High standards of professional probity * Understanding of and commitment to the principles of equality and diversity |