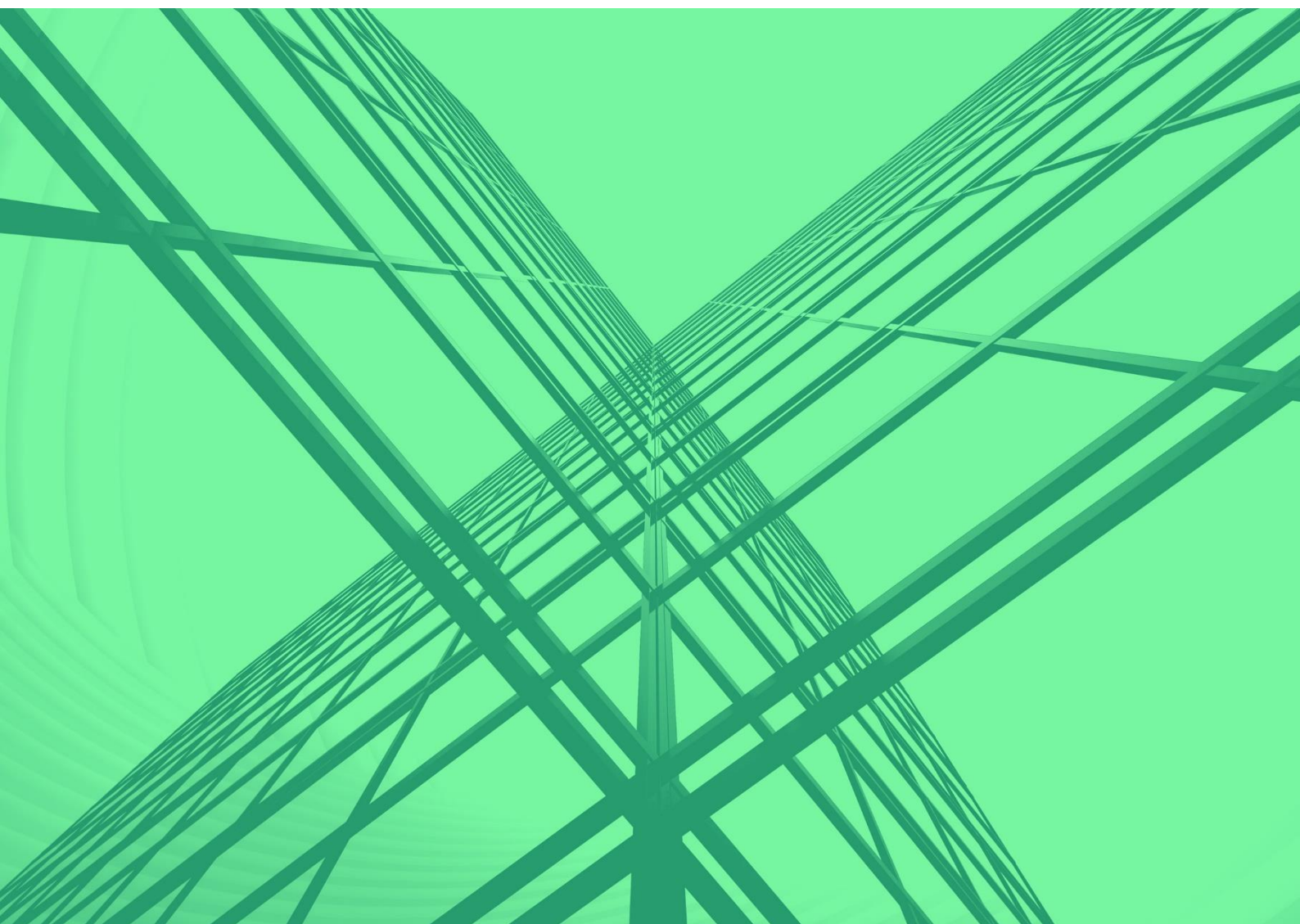


Training and Events Executive

CANDIDATE PACK

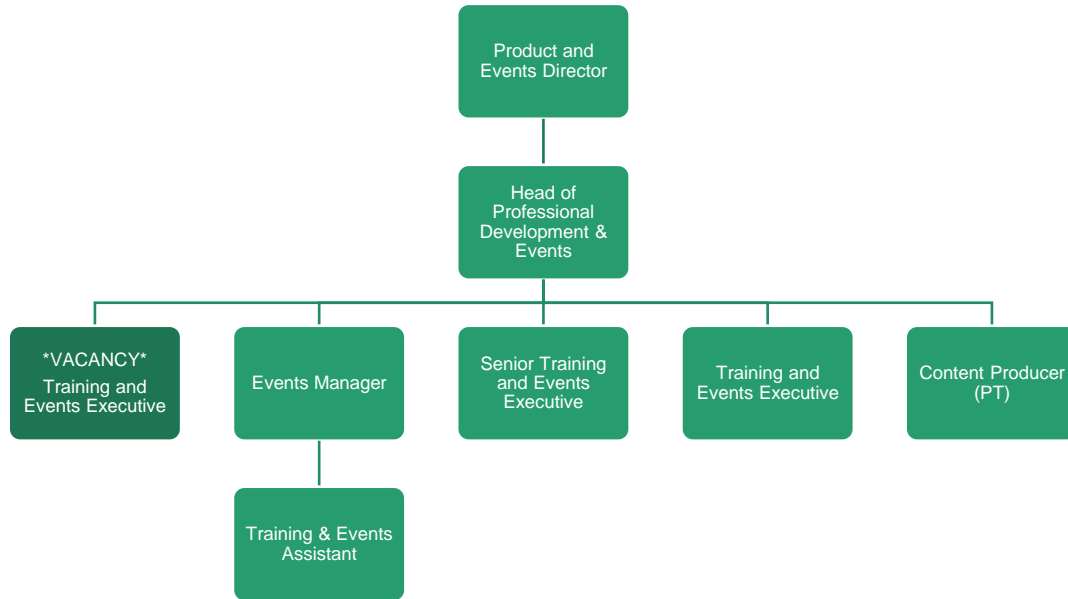
Full Time

35 hours per week



The Training and Events Team

Our Training and Events team are a small team of seven that report into the Product and Events Director.



Do you have a passion for delivering high-quality training and events? Join our dynamic team as a Training and Events Executive, where you'll play a key role in organising and delivering impactful events and professional development for structural engineers and built environment professionals."The opportunity has arisen due to the promotion of the current post holder within the organisation.

The Training and Events Executive is responsible for a variety of events and products, including webinars, online lectures and CPD courses. We are looking for someone that has experience delivering online and face-to-face events.

The role encompasses a range of responsibilities. You should be highly organised, able to manage multiple projects, be competent in drafting communication with speakers and delegates, and enjoy collaborating with a range of internal and external stakeholders.

Why work for the Institution?

Working for the Institution of Structural Engineers is an opportunity to learn, develop and make a difference.

Join our team of approximately 75 employees and help support our vision to lead, support and nurture the development of structural engineering worldwide.

Our head office is only a short walk from Barbican, Old Street and Farringdon. It's bright, modern and open plan, supporting a collaborative environment.

We pride ourselves on the flexibility we can provide to our staff and offer a wide variety of benefits to enhance your work life balance and wellbeing as detailed later in this pack.

To thrive with us, bring:

- An open-minded and flexible approach. Enhance our diverse and inclusive team.
- A creative attitude to work. Help us strengthen and improve in a workplace where you are encouraged to innovate and share new ideas.
- Enthusiasm and commitment. Provide our members with the best service possible to maintain our worldwide respected status.
- A friendly and communicative approach. Fit into our organisation where staff know each other well and strive to work collaboratively.
- The ambition to take on new challenges. We always look to the future to embrace change, so we continue to evolve.

For more information, please read on :

Full job description and person specification	pages 4-6
Salary and package details	page 7
How to apply	page 8

More about us :

Our organisation, governance and values	page 9-11
Organisational Structure	page 12

Job description and person specification

1. Job details

Job title:	Training & Events Executive
Reports to:	Head of Professional Development and Events
Date:	February 2025
Location:	The Institution's HQ, London or elsewhere as reasonably required.

2. Job purpose

1. To oversee the coordination and delivery of training and events from initial confirmation through to delivery and follow up under the direction of the Head of Professional Development & Events.
2. To serve as the first point of contact for speakers and trainers.
3. To provide support to the Training and Events team.

3. Role and responsibilities

1. Support the delivery of the Institution's training and events programme (currently comprised of 40+ online events, 70+ CPD courses and recorded /on-demand resources).
2. Undertake responsibility for all pre-course administration, regardless of method of delivery, i.e. in person or online. Including delegate management, data entry, creation of web pages and printing and distribution of course collateral to ensure the course, event or content delivers the stated learning objectives.
3. Be responsible for speaker and trainer communication and management and act as first point of contact for any enquiries.
4. Lead on and manage events and courses as directed by the Head of Professional Development and Events, regardless of method of delivery. Be on hand to answer and resolve any queries throughout the course or event.
5. Undertake and complete all tasks associated with the specific course or event as required in a professional manner, regardless of method of delivery.
6. Monitor and report on performance of events and courses to ensure continuous improvement
7. Update and maintain accuracy of financial records, raise purchase orders and process invoices, in line with the Institution's internal procedures.
8. Act as a Digital Editor - Create and administer web pages for each course/ event, and work with MarComms team to ensure clarity and effectiveness of marketing, evaluate and analyse results.

4. General responsibilities

1. Develop and grow personal knowledge and expertise while developing, assisting and proactively supporting the provision of training and events.
2. Make suggestions for improving processes, systems etc. which support the efficiency and stability of the Institution.
3. Comply with all Institution Policy and Procedures.
4. Any other reasonable ad hoc duties as requested.

5. Communications and working relationships

1. All members of the Institution, both existing and potential.
2. Key stakeholders, panels, other similar bodies, government, general public.
3. All employees of the Institution.
4. Third-party suppliers, commercial partners, sponsors, presenters and trainers

6. Knowledge, skills and experience required

Criteria	Essential/Desirable
<u>Qualifications and Knowledge</u>	
Good standard of education, ideally educated to Degree level or an equivalent vocational qualification	E
<u>Skills</u>	
Excellent event administration skills	E
Strong numerical skills with the ability to process basic financial information	E
Excellent organisational and time management skills with a systemised and methodical approach to managing multi-stream workload with the ability to work under pressure to meet tight deadlines	E
Sound judgement and problem-solving skills with the capacity to work autonomously and prioritise effectively	E

Excellent written and oral communication skills, including negotiation techniques	E
Adept at liaising with people at all levels and influencing a variety of internal and external stakeholders	E
Attention to detail, accuracy and ability to check and update detailed, subject specialised, information	E
Ability to work effectively within a team and with wider teams across the organisation to ensure products delivered achieve their attendance and revenue targets	E
Willingness to work flexibly, be adaptable and resilient	E
IT Skills:	
Word/Outlook/Excel and PowerPoint to Intermediate/Advanced standard	E
Use of delegate management systems e.g. Cvent, Eventbrite	E
Use of digital delivery platform e.g. Work cast, Zoom	E
Experience	
Planning, organising and delivering a variety of training courses and events, both in person and online (within an educational association or membership body)	E(D)
Acting as first point of contact, responding to and dealing with customer enquiries in a professional manner	E
Creating web copy, editing and proof-reading information for general release in line with brand guidelines	E
Basic financial processes e.g. debt chasing, PO creation, issuing refunds	E
Supporting the delivery of conferences and meetings including providing hospitality service, meeting room set up and clear down etc.	E
Venue sourcing and booking	E
Other	
The job holder may be required to work outside of normal office hours on occasion to support early morning and evening events.	E
The job holder may be required to occasional travel across the UK to review a venue	E

This job description does not form part of the contract of employment and may be subject to change.

Salary and package details

Salary: £30,740 per annum (Starting Salary)

Contract: Full time – 35 hours a week within a flexi-time system

Benefits: The Institution offers a range of non-contractual discretionary benefits including:

Benefits on commencement:

- Life Insurance (death in service benefit)
- Eye care and glasses- eye tests paid for and contribution towards any glasses specific for DSE use
- Access to some parts of the employee assistance programme
- Pension- can join the pension scheme from any date after commencement in Tier 1 (employer 6%, employee 3% minimum contributions)
- 25 days paid annual leave (increasing with service to 28 days) plus bank holidays and flexi leave
- Flu vaccination voucher

Benefits from three months:

- Pension- automatic enrolment in Tier one: employer 6%, employee 3% minimum contributions
- Pension- you can request to join Tier two: employer 9%, employee 5% minimum contributions
- Full pay sickness absence up to 65 days in a 12-month rolling period
- Income protection insurance: you may be eligible for this support if you are absent due to sickness for a continuous period of 13 weeks or more, subject to acceptance of the claim
- Full access to our employee assistance programme which includes a discounts and savings platform and access to additional health services (e.g. counselling, physio, 24 hour online GP, nutritionist and personal training sessions) via an app-based service

On successful completion of a 6-month probation period, you will be eligible to the following optional benefits:

- Private medical insurance (PMI) currently provided by AXA (voluntary and subject to tax and NI)
- Health cash plan, currently provided by BUPA (voluntary and subject to tax and NI)
- Reimbursement of an agreed and appropriate Membership subscription
- Season ticket loan (non-taxable)
- Cycle to Work Scheme
- Paid maternity, paternity, adoption and carers leave at rates of pay higher than statute, subject to service requirements as per the current policies
- Opportunities for pay progression.
- Two paid days annually for volunteering

How to apply: the recruitment process

Please submit an up-to-date CV and cover letter demonstrating how you meet the knowledge, skills and experience required for the role as described in the job description. The cover letter should be no more than 500 words.

To apply please see our [website](#).

On receipt, your application will be sifted by the recruitment panel and assessed against the criteria for the role. All successfully shortlisted candidates will be contacted by telephone and invited for interview. We reserve the right to close or extend this position depending on application numbers. Therefore, we would urge candidates to apply as soon as possible.

If you have not heard from the Institution within two weeks of your application, it is with regret that you have been unsuccessful on this occasion. Due to the volume of applications we receive we cannot write to all applicants.

Applicants must possess a current right to work in the UK. Applicants who do not have the right to work in the UK and/or require visa sponsorship in order to continue working in the UK cannot be considered.

The selection process will consist of a job-related assessment followed by a virtual interview with the manager for this post Louise Tingley- Head of Professional Development & Events and Lakeisha Wayland- HR Resourcing and Support Executive.

The interview will comprise of competency questions designed to test your skills and experience required for this role. It also gives you the opportunity to ask any questions you may have about the role, the team or the Institution.

The second stage of the selection process will be a face-to-face interview with Louise Tingley- Head of Professional Development & Events and Sunita Dhawan- Products and Events Director.

We want to support you. If you require any reasonable adjustments during our recruitment process, this could be for the application, assessment and/ or interview, please let us know as soon as possible so that adequate provisions can be made for you.

The Institution of Structural Engineers

With over 32,000 members working in 105 countries, we are the world's largest membership organisation dedicated to the art and science of structural engineering.

The Institution is an internationally recognised source of expertise and information concerning all issues that involve structural engineering and public safety within the built environment.

The core work of the Institution is to support and protect the profession by upholding professional standards and acting as an international voice on behalf of structural engineers.

Governance

The Institution of Structural Engineers is governed under its Royal Charter, byelaws and the applicable regulations.

The Institution Council consists of the President, Vice-Presidents, past Presidents, representatives of regional groups and members who are elected for a period of three years. The Institution is supported by an executive of 75 staff. The Board is the governing body of the Institution. Its members are the Institution's Trustees.

Our values

We strive towards a structural engineering profession that is built on competence, accessibility, and community.

Competence

Championing competence is at the core of everything we do.

We offer a wide range of opportunities for our members to develop, refresh and extend personal competencies. We also help members specialise by offering tailored courses, resources and specialist qualifications.

Accessibility and diversity

We are committed to making the structural engineering profession more accessible. We are constantly reviewing our routes to membership to provide flexibility in the process, offering more choice for all our candidates.

We value diversity and the perspectives people from different backgrounds bring to the engineering profession. We work with other professional bodies and our members to identify and remove barriers to anyone becoming a structural engineer.

Community

We work to create an international community of structural engineering excellence, facilitated by our digital platforms, Regional Group activity and networks of special interest.

For more detailed information about the Institution please visit our [website](#).

Our Work

Climate Change

The climate emergency is the greatest threat to our planet. Structural engineers have a responsibility to help mitigate its effects by changing the way buildings and infrastructure are designed, commissioned and constructed. The Institution, our [Climate Emergency Task Group](#) and [Sustainability Panel](#), supports these vital efforts through its role as an international centre of knowledge, sharing information and opinion with its membership and beyond.

Resilience

The Institution support the efforts to build [resilient](#) communities. Members take measures to avoid, reduce, resist and aid recovery from extreme events including Tsunamis, flooding, explosions and seismic events. Our [Humanitarian and International Development Panel](#) as well as our [Seismic and Dynamic Events Panel](#) includes experts from regions around the world. They help structural engineers confront the challenges faced by the poorest and most vulnerable people and progress activities to support the development and understanding of seismic and resilient design.

Safer Structures

Structural engineers consider the safety of structures from design and construction through to operation and demolition, in accordance with local legislation. The [Institution of Structural Engineers](#) along with [CROSS](#) investigates failures and near misses (including [Grenfell](#)) in order to share knowledge and insight to Structural Engineers to avoid any potential or future disasters.

Young Members

The Institution is committed to ensuring the profession of Structural Engineering is accessible to everyone. We offer tailored visits, events and networking opportunities to our [young members](#) to help them get support at a crucial time in their career. Our values extend to our work in [education](#) that encourages young people from diverse backgrounds to choose and access structural engineering careers.

Mentoring Programme

We support professional and career growth through our [mentoring programmes](#). It offers mentees an effective way to progress their career to accessing knowledge and experience of expert and impartial mentors. For mentors it develops existing leadership skills by supporting mentees growth.

Support

Our [Benevolent Fund](#) offers support to current and former members and their dependants going through tough times who may need financial support. Partnered with Anxiety UK, our members will also be able to quickly access therapeutic support if needed and have access to a range of learning materials to support managers and their staff on mental health awareness.

Organisational Structure

