

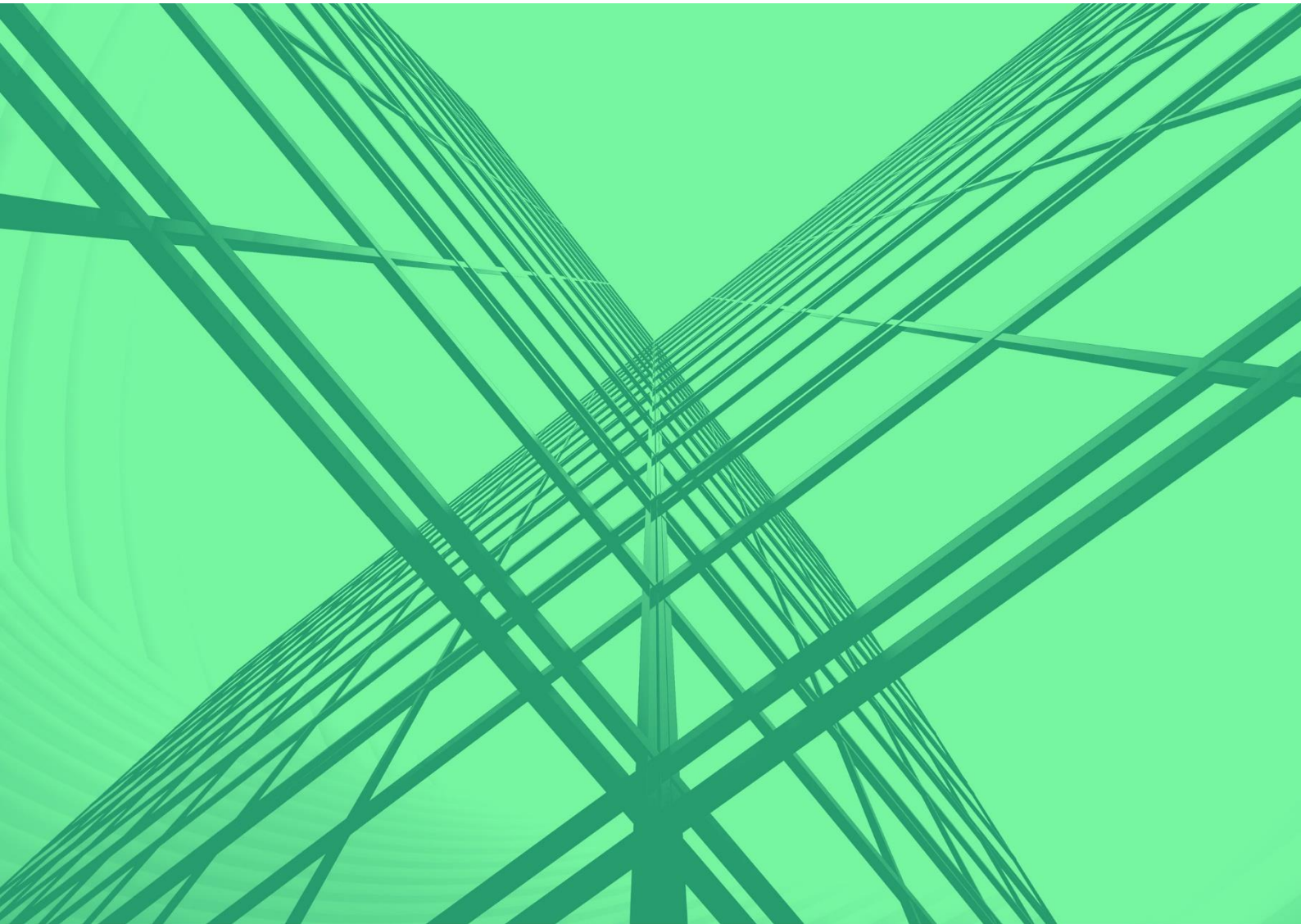
Sponsorship & Venue Sales Manager

CANDIDATE PACK

Part Time

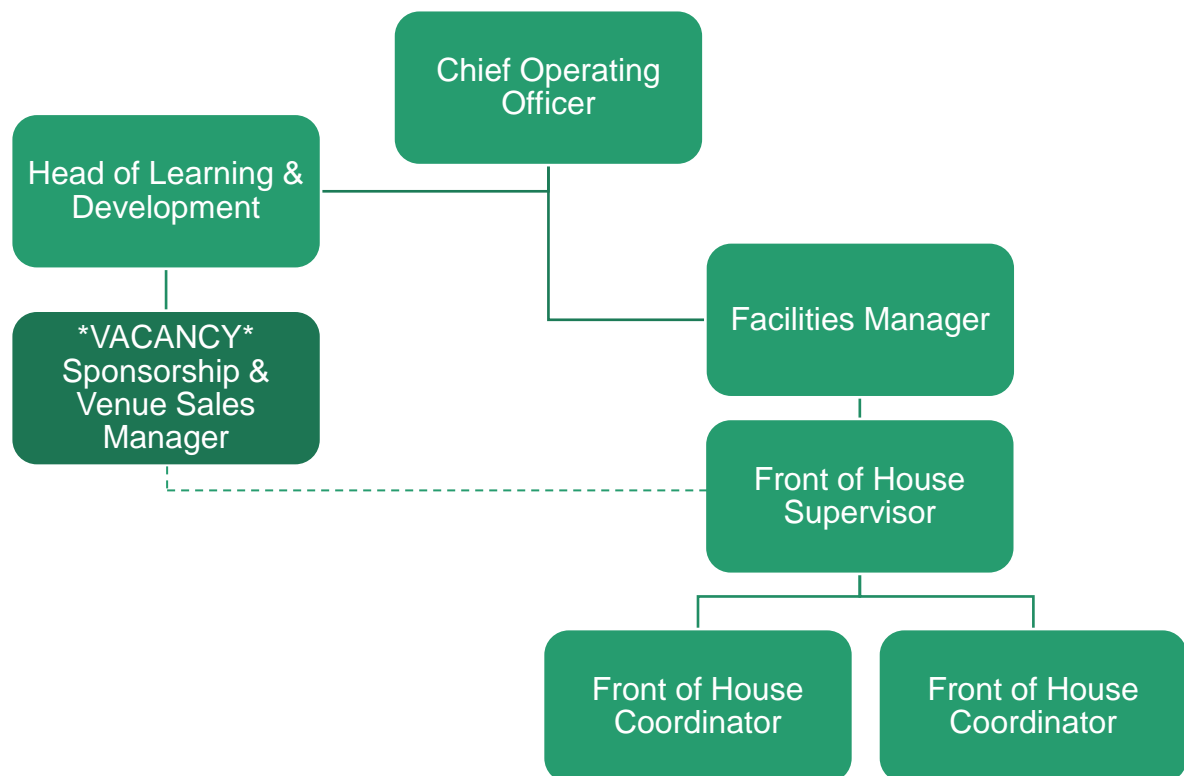
28 hours per week over 4 or 5 days

Fixed term maternity cover



The Learning & Development team

Our newly formed learning and development team are made up of many different teams throughout the Institution including Sponsorship and Venue that all report in to the Head of Learning & Development and ultimately the Chief Operating Officer.



The focus of the Sponsorship and Venue Sales Manager will be to oversee all venue bookings and sponsorship here at the Institution and, to manage and continue to improve the full data lifecycle of client information to inform and develop commercial activity. They will have a dotted managerial line in to the Front of House team and will oversee all of the team's venue sales activity.

Our venue comprises of meeting room suites, a 104-seat tiered auditorium, and a semi-private function space all available to hire to third-parties. For more information, visit our dedicated [venue hire website](#).

We're looking for someone with demonstrable venue and sponsorship sales experience, who can manage, maintain and develop our commercial activity to increase revenue.

This is an exciting opportunity to expand your experience of managing, promoting and selling venue hire space with our modern building on the edge of the City.

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 65 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 in to our small 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 :

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Job description and person specification

1. Job details

Job title:	Commercial Manager (Part time – 0.8 FTE)
Reports to:	Chief Operating Officer initially then Head of Learning & Development
Responsible for:	Dotted line from Front of House team
Date:	July 2019
Location:	The Institution's HQ, London or elsewhere as reasonably required.

2. Job purpose

To oversee all venue bookings at the Institution's Headquarters.

To provide sound business acumen to help promote, inform, formulate, implement and secure the Institution's plans to grow commercial revenues through sponsorship, find an engineer, industry workshops; venue hire and any other commercial opportunities that are identified in order to develop and grow domestically and internationally.

To manage and continue to improve the full data lifecycle of client information to inform and develop commercial activity.

To produce all reports and to carry out all administration related to commercial activities.

3. Role and responsibilities

Venue Management

1. Work with the Facilities Manager to set and maintain the standards of venue hire.
2. Responsible for initiating and updating a commercial rate card and associated terms of business for third party venue hire, all commercial sales, filming and catering.
3. Manage the catering budget and service on a day to day basis and undertake an annual review of services, to ensure ongoing service standards and value for money.
4. Manage and authorise respective administration (invoicing, reporting, and budgeting) for all areas of responsibility with accuracy, working with the Finance Team to meet their timelines of submission.

Commercial Business Activity

5. Maintain and continue to develop a first-class database of potential sponsors, venue hirers, venue finding agencies and other commercial partners. To devise a regular communications and marketing strategy to ensure all listed contacts are fully informed of the opportunities offered by the Institution.
6. Sell sponsorship packages for all activities carried out by the Institution, such as events, publications etc. and to sell and manage the subscriptions sales on Findanengineer.
7. Support the digital content development of a regular pipeline of targeted webcasts and webinars and other business activity that can be viewed by our members via the Institution website.

4. General responsibilities

1. Have a dotted line from front of house staff to manage their venue sales activities.
2. Network and build positive working relationships, attending relevant events and meetings, as required. Develop and grow personal knowledge and expertise.
3. Make suggestions for improving processes, systems etc. which support the efficiency and stability of the department, the venue and the Institution. As directed, contribute to income generating activities on behalf of the Institution, mobilising fully, your expertise to the commercial benefit of the Institution.
4. Comply with all Institution policy and procedures.
5. Any other reasonable ad hoc duties as requested.

5. Communications and working relationships

1. All members of the Institution.
2. All employees of the Institution.
3. All visitors to Bastwick Street.
4. External suppliers, commercial partners and clients.

6. Knowledge, skills and experience required

Criteria	Essential/Desirable
<u>Qualifications and Knowledge</u>	
Educated to degree level or vocational equivalent	E
A post-graduate qualification in event/venue management plus membership of CIM, CIPS, etc.	D
Demonstrable knowledge and understanding of commercial business management and venue sales.	E
An understanding of membership organisations or professional bodies.	D
Knowledge of health, safety and hygiene	D
<u>Skills</u>	
Excellent interpersonal skills to be client focused with a professional approach to work, colleagues and external contacts, being persuasive and influential, able to build and develop professional networks to 'soft-sell' and promote the Institution's activities to both groups and individuals.	E
Excellent management and organisational skills, able to work independently with minimal supervision and with a systemised/methodical approach to managing multi-stream and complex workload with the ability to work under pressure to meet tight deadlines.	E
Excellent written and oral communication skills with the ability to present and explain detailed information clearly and succinctly.	E
Attention to detail, excellent numeracy and accuracy, having the ability to check detailed information, analyse commercial data and critique own work and the work of reportees.	E
Numerate and commercial with a drive to learn, build on knowledge and current experience to grow the commercial activities, but with the ability to balance the needs of our membership.	E
Flexible and resourceful and able to manage and work in a small team, collaborative to work with other departments.	E
IT skills:	
Word/Outlook/Excel and Powerpoint to Intermediate/Advanced standard.	E
Working knowledge of CRM/database administration and report production.	E
Using content management to upload information to websites (ideally using Kentico).	E (D)
Room booking system (ideally using Condeco).	E (D)
<u>Experience</u>	
Managing a venue with a capacity of 100 delegates per day (ideally gained in a corporate headquarters).	E (D)

Criteria	Essential/Desirable
Promoting and selling venue hire space and ensuring client satisfaction which supports repeat business and drafting/reviewing associated terms of business.	E
Managing clients and operationally delivering their venue booking from quote to customer satisfaction questionnaire, including all associated administration.	E
Managing corporate catering contracts and smaller catering and hospitality offerings.	E
Supporting financial/commercial forecasting, managing budgets and overseeing the invoicing process.	E
Overseeing and developing booking management administration systems and running reports.	E
Relationship based sales, developing sponsorship packages, drafting commercial-based business plans (ideally gained with the commercial team of a membership body or media company).	E (D)
Managing and analysing databases for marketing and sponsorship purposes.	E
Delivering content across multi-channels including webinars, social media, websites/micro-sites.	E
Sales administration and processing of invoices, liaising with finance/accounts.	E

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

Salary and package details

Salary: £33,600 - £38,000 per annum FTE subject to experience
(pro rata for part time hours and contract duration)

Contract: Part time – 28 hours a week within a flexi-time system

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

From the join date:

- 23 days annual leave per annum plus bank holidays, rising with service; pro rata annual leave and bank holidays for part time hours and for contract duration
- Life Insurance – death benefit subject to scheme eligibility rules

From the successful completion of the probation period, whilst provided at the Institution's discretion, may be subject to scheme eligibility rules:

- Participate in the Institution's pension plan arrangements
- Private Medical Insurance
- Health Cash Plan
- Permanent Health Insurance
- Season Ticket Loan
- Reimbursement of one membership subscription to an agreed appropriate professional association, including this Institution.

The Institution reserves the right to exercise its discretion to amend or withdraw any or all of the above benefits.

How to apply; the recruitment process

Applicants should submit their up to date CV and covering letter demonstrating how they meet the knowledge, skills and experience required for the role as depicted in the job description.

All applications should be sent to: hr@istructe.org

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.

The selection process will consist of a job-related assessment followed by a face to face interview with the Chief Operating Officer and a member of the Human Resources Team. 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.

A second interview or assessment may be applicable.

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, bye-laws 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 65 staff. The Board is the governing body of the Institution. Its members are the Institution's Trustees.

Our values

The Institution of Structural Engineers has three core values in which our work is focused. These areas aim to support the role of the structural engineer around the world and help to ensure that the environment we build will inspire future generations.

Professional standards

We endeavour to ensure that our members are highly skilled and work to the highest level by maintaining a commitment to professional standards within structural engineering.

We strive for continued technical excellence; advancing safety and innovation across the built environment.

Celebrating excellence

It is our goal to celebrate and reward the most talented structural designers in the field.

We promote greater understanding of the structural engineering profession by sharing the achievements and milestones of the industry with the public, creating an immediate and lasting impression of how structural engineers shape the environment.

Sustainability

The Institution leads best practice on the key issues facing the structural engineering industry.

We aspire to create and promote sustainable solutions that can be used in practice in the built environment.

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

Organisational Structure

With effect 01/08/2019

