Events Executive

CANDIDATE PACK
Full Time
35 hours per week
The Training and Events Team

Our Training and Events team are a small friendly team of 4 that report into the Head of Professional Development and Events

- Head of Professional Development and Events
- Events Executive (x2)
- Training and Events Coordinator (x2)

This is an exciting opportunity for an experienced event professional to join our friendly Training and Events team.

As a key member of the team, The Events Executive will plan, manage and deliver a varied events programme to meet the continuing professional development (CPD) needs of structural engineers and other built environment professionals.

This will consist of digital and in-person events and include conferences, lectures, webinars, courses, receptions, awards ceremonies, dinners and corporate events. You will work closely with colleagues across the Institution, industry professionals and third-party suppliers.

You will have the opportunity to take the lead in organising a variety of events and be involved in the planning and delivery of the Structural Awards, the Institution’s flagship awards programme and black-tie celebration dinner.

This is an interesting, challenging and varied role perfect for someone with good communication and strong planning and organisation skills.
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:

Full job description and person specification pages 4 - 7
Salary and package details page 8
How to apply page 9

More about us:

Our organisation, governance and values page 10
Organisational Structure page 12
Job description and person specification

1. Job details

Job title: Events Executive
Reports to: Head of Professional Development and Events
Date: January 2022
Location: The Institution’s HQ in London or elsewhere as reasonably required.

2. Job purpose

Plan, manage and deliver a varied events programme to meet the continuing professional development (CPD) needs of structural engineers and other built environment professionals including conferences, lectures, webinars, receptions, dinners and corporate events. The programme will be a mix of both online and face-to-face event delivery formats.

Project manage the events you are assigned. Identifying subject matter experts and working with internal and external stakeholders to set targets, meet agreed timelines and ensure events are delivered successfully.

Lead on key projects related to the planning and delivery of the Structural Awards, the Institution’s flagship awards programme and black-tie celebration event.

3. Role and responsibilities

1. Manage an annual portfolio of conferences, lectures, webinars, receptions, dinners and corporate events from initial programme development through to delivery in an account management style. The portfolio will include both online and face-to-face events.

2. Manage the digital delivery of events via a dedicated virtual events platform. Brief and prepare speakers and manage the live broadcast.

3. Work collaboratively with colleagues and members to develop technical event programmes, source content and identify and invite suitable speakers.

4. Provide end-to-end delegate management, taking responsibility for online booking process, communications, registration, stakeholder management and support on the day.

5. Work closely with the Marketing and Communications team to coordinate event marketing across multiple channels. Confidently draft promotional copy for the events. Serve as a digital editor to maintain and update relevant pages on the website.

6. Carry out key Structural Awards project tasks to include acting as the first point of contact with the venue and AV supplier on the planning and delivery of the awards ceremony and winners video content.
7. Carry out all required event logistics; sourcing and booking external venues; catering and AV as required.

8. Monitor and report on event income and expenditure and provide input to the Head of Events and Training in the formulation of quarterly forecasts and annual budgets.

9. Update and maintain accuracy of financial records, raise purchase orders, process invoices, chase unpaid bookings and process refunds in line with the Institution's internal procedures.

10. Provide stakeholder management of speakers to ensure collation of presentations, permission to broadcast, and collation of delegate materials.

11. Monitor feedback, create event reports and make recommendations / action changes.

4. General responsibilities

1. Build positive working relationships across Institution departments and externally.

2. Attend and proactively input into team/Directorate meetings

3. Make suggestions for improving processes and systems which support the efficiency of events administration and award applications.

4. To act in accordance with Data Protection laws and pro-actively focus on the quality of data in their own department

5. Comply with all Institution Policy and Procedures.

6. Any other reasonable ad hoc duties as required.

5. Communications and working relationships

1. Senior management and Institution Board members.

2. Panel and committee members and task group members.

3. All members of the Institution and Regional Group representatives.

4. All employees of the Institution, especially the Front of House team.

5. Industry partners and external bodies.
### 6. Knowledge, skills and experience required

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<th>Criteria</th>
<th>Essential/Desirable</th>
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<tr>
<td><strong>Qualifications and Knowledge</strong></td>
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<tr>
<td>A knowledge and understanding of GDPR and Data Protection and its</td>
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<td>application.</td>
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<td>Educated to degree level or vocational equivalent.</td>
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<td>An understanding of membership organisations or professional bodies</td>
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<td>would be advantageous</td>
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<td>An understanding of the role marketing plays in commercial activity</td>
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<td>would be advantageous</td>
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<td>Valid First Aid Qualification and Fire Warden trained would be</td>
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<td>advantageous.</td>
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<td><strong>Skills</strong></td>
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<td>Excellent written and oral communication skills with the ability to</td>
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<td>communicate to a professional and technical audience of all levels.</td>
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<td>Excellent interpersonal skills to be client focused with a professional</td>
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<td>approach to work, colleagues and the ability to engage and influence</td>
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<td>stakeholders.</td>
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<td>Attention to detail, accuracy and ability to check detailed information,</td>
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<td>able to critique own work.</td>
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<td>Flexible and resourceful and able to work in a small team, confident</td>
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<td>and collaborative to work with highly qualified technical professionals</td>
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<td>and other departments.</td>
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<td>Sound judgement and problem-solving skills with the capacity to work</td>
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<td>autonomously and prioritise effectively.</td>
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<td>IT Skills – Word/Outlook/Excel and PowerPoint to Intermediate standard.</td>
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<td>Experience using events administration systems (eg: Cvent and Preside),</td>
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<td>and Content Management Systems (eg: Kentico and Microsoft Dynamics).</td>
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<td>Proficient with virtual event platforms and technology (eg: WorkCast,</td>
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<td>Cvent virtual attendee hub, Zoom and Microsoft Teams)</td>
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<td><strong>Experience</strong></td>
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<tr>
<td>Planning, managing and delivering events both online and face to face.</td>
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<td>Developing content for face to face or digital delivery e.g. webinars,</td>
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<td>technical conferences, lectures</td>
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<td>Negotiating with third party providers to secure venues / hosts and</td>
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<td>coordinating all logistical aspects including catering, AV, security</td>
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<td>etc.</td>
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<td>Adhering to budgets and the invoicing process.</td>
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<td>Working on prestigious larger conferences, events and awards</td>
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<td>Managing multiple projects and a mixed portfolio of events simultaneously.</td>
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<td>Criteria</td>
<td>Essential/Desirable</td>
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<td>Working within a membership organisation or similar and working with volunteers or members.</td>
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**Other**

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<th>Criteria</th>
<th>Essential/Desirable</th>
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<td>Some UK travel, and international travel, on occasion, and out of hours/evening working will be required to deliver this role.</td>
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<td>Demonstrates an interest for, commitment to, and knowledge of the Institution and the role the organisation plays.</td>
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This job description does not form part of the contract of employment and may be subject to change.
Salary and package details

Salary: £33,000 per annum FTE subject to experience (pro rata for part time hours)

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 (UNUM Lifeworks)
- Pension- can join the pension scheme from any date after commencement in Tier one (employer 5%, employee 3% minimum contributions)
- 23 days paid annual leave (increasing with service to 28 days) plus bank holidays and flexi leave

Benefits from three months:

- Pension- automatic enrolment in Tier one: employer 5%, employee 3% minimum contributions
- Pension- you can request to join Tier two: employer 8%, 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 (Lifeworks)
- Full access to additional health services (e.g. counselling, physio, virtual GP) via an app-based service (Help@hand)

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)
- Paid parental leave at rates of pay higher than statute, subject to service requirements as per the current policies
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.

The Institution does not hold a visa sponsor licence, therefore, 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 (Head of Professional Development and Events) 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. The second stage of the selection process will be a face-to-face interview with the Head of Professional Development and Events and Head of Learning and Development.

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, 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
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- taking 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
IStructE 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.

Support
Our Benevolent Fund offers support to current and former IStructE 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