

We are **PENNINE
EVENTS**
EST 2002

JD – EVENTS MANAGER (X2)

From the Tour de France (twice!) to Walking with Giants, from light festivals and fireworks, through to mass participation charitable trials, from the Tour of Britain, Pedal for Scotland, World Championships, and other top level cycling spectacles through to brand activation & roadshows, from Clippers and Tall ships races, awards shows & conferences, mega music festivals, football parades and adrenaline inducing 'ironman type' bespoke challenges – the PE team has done it all and continuous to push the boundaries to create, guide and deliver once-in-a-lifetime experiences with tangible ROI. www.pennineevents.co.uk

Pennine Events has been operating for 20+ years, and brings over 100 years of combined experience in Live events. We have received several commendations, including an Outstanding commendation from Metropolitan Police, alongside other incredible recognition such as being named Best UK Sports event, receiving Gold for Event Excellence, and even an incredible Gold for Best event by the Chartered Institute for Public Relations.

We are a team full of aspiration and ambition, and are always on the look-out for talent.

Do you pride yourself on your creativity, meticulous operational delivery, and do you bring oodles of enthusiasm? Do you have experience of planning sites in Muddy fields, organising VIP awards, working alongside sporting legends and directing audiences through cultural interventions? Then you might be the perfect candidate for the role.

We are looking for an experienced Events Manager to help us plan, manage and deliver some of the UK's most exciting and largest events and projects.

You will provide support and assistance to the company through several projects and will take the lead on the safe planning, management and delivery of high profile events on behalf of PE's clients.

You will be assigned to ensure the effectiveness and smooth running of tasked events/projects and to support the smooth running of others.

Particular preference is given to candidates with a sporting (cycling and running), mass participation, outdoor, production and/or large-scale events background, as well as safety management experience.

Your job will involve the complete planning, client liaison and on-site management of each event, taking charge of the successful daily operation of the event and working with management to suggest, implement and maintain on-site policies & practices, whilst handling all the main logistical elements involved as part of the event management process.

The role will include but is not limited to:

- End to End project management
- Responsible for the planning, organisation, management and delivery of event operations
- Lead the organisation and delivery of logistics, operations, briefing and deploying staff, equipment and signage
- Working closely with clients, stakeholders, and senior management to ensure services are delivered to the highest standards
- Plan and manage expenditure to ensure events are delivered within budget, minimising wastage and maximising efficiencies

- Support the Recruitment and Resourcing teams in developing teams specific to certain services, events and locations that can consistently support the business
- Ensure all operations are delivered safely, and in a timely manner, with care to standards of presentation and staff welfare
- Support the senior management team in tender and proposal processes.
- Prepare plans, briefing packs, risk assessments and method statements for each operation, ensuring strong communication to clients, colleagues and staff

You will report directly into the company's CEO and other relevant members of the senior management team.

This job description is intended as a broad guide to the duties and responsibilities of the post and as a term of the employment, the postholder may be required to undertake other duties commensurate with the post.

Due to the pandemic, we have all reverted to home working and continue to do so. Therefore, you are expected to be flexible in your approach and to work from home most of the time, as well as work alongside the team (sometimes from other offices) and be able to join us on-site. We anticipate that we will move to a hybrid model of working in the next 12 months, with a flexible approach.

Although the main workload will be within normal office hours, during our delivery periods there will be a requirement to work evenings and weekends and on occasion you will be away from home for multiple nights.

The world of events is an exciting one, but we want to ensure you have a comprehensive understanding that it also comes with a lot of responsibility, a requirement for meticulous planning and smooth and safe delivery.

If you feel you are the right person for the role, then we look forward to hear from you! We would like to receive a CV plus a cover letter in which we would like you to tell us a little bite about yourself, your past employment, your location, why you are interested in the role, and what you think you can bring to the team.

Who we are looking for:

We are looking for a person that has oodles of enthusiasm, a meticulous eye for detail, can hit the ground running, is not afraid of hard work and tight deadlines, and keen to deliver some of the UK's most exciting events and projects.

You are a team player, thrive on team accomplishments, and an excellent communicator. You love collaborating and creating incredible happenings.

You are an experienced events manager.

You are a self-starter and can manage your time well with minimal supervision.

Driver's license if essential due to working nationally.

Details

Salary:

Scale 6-7 £28,312 – 30,454 Pending experience

Contract:

Initial 18 months fixed term contract, strong lead to a permanent role

Location:

You will mostly be working from home and from the company's office during the planning stages (normal office hours), and on-site when events and projects take place. This includes evening and weekends and being away from home - sometimes multiple days.

Due to our location(s) preference towards someone from the North-West area, but other locations will be considered for the right candidate

Opportunity:

We invest in our people and the role may lead to further training and opportunity for progression.

Start date:

Negotiable for the right candidate

If you feel you are the right person for the role, then get in touch!

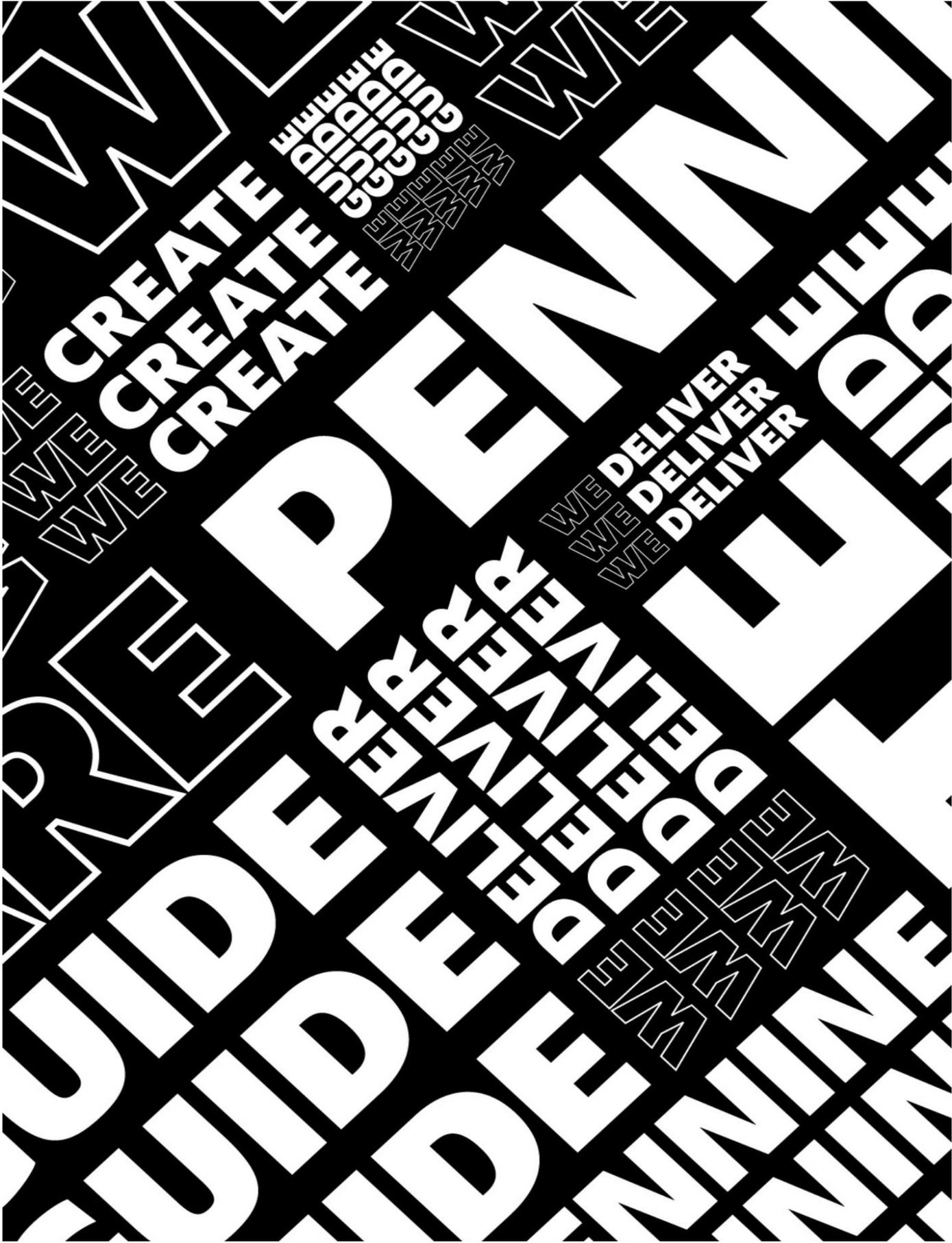
We would like to receive a CV plus a cover letter in which we would like you to tell us a little bit about yourself, your training, experience and previous roles, your location, why you are interested in the role, and what you think you can bring to the team to info@pennineevents.co.uk

Deadline 1st July 2022, 12 noon

Please note- we reserve the right to close this opportunity early in the case we receive over a certain number of applications and/or if the right person(s) are found. We anticipate to conduct initial interviews as soon as a reasonable number of suitable applications has been received.

Person Specification – Events Manager

| | Essential | Desirable |
|---|-----------|-----------|
| Education | | |
| Event Management degree or relevant experience | * | |
| A sound understanding of commercial and marketing roles within an events and project environment | | * |
| Safety Management degree or relevant experience | | * |
| A detailed understanding of the latest legislation, standards, rules and regulations surrounding major events, including site build, safety and welfare | * | |
| | | |
| Experience & Knowledge | | |
| Experience within a management/senior role within the events sector | * | |
| Experience and/or relevant knowledge of crisis management | * | |
| Planning and Implementing events | * | |
| Building partnerships with organisations in the private, public and third sector | | * |
| Supplier management, sourcing and communications | * | |
| Knowledge and experience of setting, managing and keeping within budgets | * | |
| Effective Oral and Written skills | * | |
| Writing analytical reports | | * |
| Organisational and Planning skills | * | |
| Ability to work as part of a team | * | |
| Ability to plan against a timeline and meet deadlines | * | |
| Customer service, communications and dealing with issues as and when they arise | * | |
| Working to KPI's and objectives | * | |
| Creative production | | * |
| Artist liaison | | * |
| Crowd Management | * | |
| Management of multiple projects at once | * | |
| Volunteer and crew management | * | |
| Hold a Driver's license | * | |
| Meticulous eye for detail | * | |
| GCSE English & Maths B and above | | * |



Pennine Events Ltd
We Guide. We Create. We Deliver.
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