

Energy Industries Council

Job Description

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| Job Title: | Events Co-ordinator (Middle East, Africa, Russia & CIS) | Business Location: | Dubai, UAE |
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| Responsible to (Line): | Regional Director, Middle East, Africa, Russia & CIS) | Responsible for (Line): | N/A |
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Purpose / Role

To produce, develop and manage the events programme for the region. Maintain close relationships with all participants to maximise their experience and reflect the professionalism of the EIC.

Key aims and objectives

- Take full ownership and management of all agreed events
- Structure each event to allow all participants to explore and develop their international business aspirations
- Provide a high-level platform for major companies to address hot topics and reveal global opportunities
- Manage event advisory groups to ensure contributors reflect market conditions and event activities
- Maximise internal relationships to raise the EIC's profile and ensure smooth delivery of all events
- Develop lasting relations with key stakeholders for each event

Prime responsibilities and duties

Responsible for the EIC's regional event programme. Currently includes (but not limited to):-

- UAE Connect (Abu Dhabi)
- KSA Connect (Dammam, KSA)
- Business Opportunities Presentations (Abu Dhabi, Dubai)
- Local networking events

Take overall responsibility for (appropriate to each event):

- Developing and maintaining relationships with influential specifiers and purchasers speaking
- Ensuring each event is fully subscribed with speakers, exhibitors and delegates
- Liaising with partner organisations to actively promote each event and ensure their offering is reciprocal
- Physically promoting each event at identified external events and meetings
- Producing concise written reports and content to promote each event
- Preparing quarterly sales forecasts and managing expenditure
- Risk Registers to raise awareness of emergency scenarios, potential risks and guarantee surplus
- Producing dashboard results of event statistics, demographics and results to aid event development

Key interfaces

Internal

- Regional Director – Middle East, Africa, Russia & CIS
- Head of UK & National Events
- Membership & Marketing
- IT Department, Finance Department
- Overseas Events Team, Sector Analysts, Overseas Offices
- CEO, Senior Management Team

External

- Event Advisory Group Members
- Global energy project owners, developers and contractors
- EIC members, Associate Members, Regional Committee Members

- Non-member companies
- Department for International Trade (DIT) and other organisations in the energy sector
- External suppliers – venues, caterers, event organisers etc.

Core competencies

- Good standard of knowledge of the oil, gas, power, nuclear and renewable sectors and of the needs of companies operating within these sectors at all levels of the supply chain
- Experience in a client facing role of B2B direct sales and business development with excellent communication skills at all levels both over the telephone and face to face
- Event knowledge that can be applied to speaker recruitment, agenda design, promoting exhibition sales and overseeing event logistics
- Excellent presentation skills and the ability to address both small and large audiences professionally, clearly and with confidence
- Proactive self-starter and experienced project manager able to structure, prioritise and organise own workload
- High degree of enthusiasm and commitment to promoting the EIC, its values and the benefits of the event programme to UK registered companies and international buyers
- Sound computer literacy and the willingness to embrace and become quickly familiar with the EIC's CRM systems and databases
- Relationship management that can be applied to recognising industry products and services and market requirements with maturity for satisfying each company's objectives with the varied activities being organised
- Good humoured and seasoned networker with the tenacity to take ownership of recruiting all the various types of participants required at each event
- Self-starter – articulate, creative, results driven individual with the ability to see the bigger picture for the benefit of EIC members and the wider EIC team
- Budgetary control – ensuring income and costs are balanced by the level of provision required but with the confidence to introduce new initiatives to develop the programme
- Ability to conduct speaker introductions at all EIC Connect events and advisory group meetings confidently
- Multi-tasker, able to think ahead and respond quickly for every eventuality
- International exposure ideal but not essential although must be prepared to travel

| Issued (date): | Signed by Line Manager: | Functional concurrence: (if appropriate) | Signed by Employee: |
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| Nov 2019 | | | |