

Energy Industries Council (EIC)

Job Description

Job Title:	Senior Events and Project Manager	Business Location:	Aberdeen
Job Grade:	Permanent	Benefits Grade:	N/A

Responsible to (Line):	Head of UK & Europe	Responsible to (Function):	UK & Europe Events
Responsible for (Line):	N/A	Function: (If appropriate)	N/A

Purpose / Role

To effectively and efficiently lead, manage, promote and develop the EICs presence in the UK and Europe. This key role will report to the Head of UK & Europe and work across the whole energy sector, delivering and selling a programme of industry events that brings tangible membership benefits and engages with potential members.

Key aims and objectives

- To lead, develop and implement the UK and Europe events calendar
- To keep up to date with market intelligence and energy sector knowledge
- To Identify, pursue and forge strong relationships with the international/independent oil, gas, power and renewable companies
- To market and promote the events programme to members and non-members
- To understand the need of our members and their business strategies and how EIC can support
- To build long term relationships and maintain close and regular contact with key stakeholders, including UK and European trade associations, government organisations and influencers in the energy sector
- To manage our Scottish committee and lead on meetings and discussions
- To help support the Scottish and European Membership Managers to generate leads
- To manage budgets and report back key figures every quarter
- To work with the UK events team, ensuring targets and surplus are achieved
- To drive sponsorship and external event management proposals and opportunities

Prime responsibilities and duties

Event Management

- Lead, manage and support the development of our UK and European events calendar by proposing new and relevant events to organise
- Manage events from pre to post event actions
- Research industry opportunities where it may be possible to develop existing or new events in the UK and European market
- Scheduling regular appointments both face to face and over the telephone with potential speakers, ensuring they are aware of our services and we are their platform of choice when engaging with the supply chain
- Build long term relationships and maintain close and regular contact with influential suppliers and purchasers in the energy sector
- Liaise with the UK Events Coordinator to organise all administration activities for each event
- Develop the EIC's profile by attending external networking events and building key stakeholder relationships
- Responsible for managing the budget and meeting targets and generating surplus
- Liaise with local and national government departments and other trade associations
- Manage sponsorship opportunities and proposals

Committee Members

- Manage and facilitate discussion for all quarterly committee meetings in the region
- Regular contact with the Chairman to agree the agenda items and moderate the meetings
- Identify and recruit potential new committee members
- Help support the head of UK & Europe to develop a European committee

Marketing

- Work with the marketing department to promote our UK and European events programme
- Manage marketing campaigns for each event to maximise delegate attendance (including mailers, LinkedIn, twitter posts and the EIC website)

General

- Ensure a full understanding of all EIC member benefits
- Assist in identifying and recruiting new members, reducing potential resignations and maximising participation in EIC Events
- Maintain a close working relationship with EIC teams
- Maintaining and sharing a record of engagement via the CRM system
- Carefully manage expenditure, keep accurate financial records and submit monthly expenses on time

Key internal interfaces

- CEO
- Head of UK & Europe
- Regional Event Manager
- UK Event Coordinator
- Heads of departments
- Membership team
- Overseas Event Managers
- Marketing team
- Sector analysts
- Overseas offices

Key external interfaces

- Speakers, Sponsors, Venue providers, Catering providers, Event organisers
- Regional Committee Members, EIC Members and non-members
- Trade and Government organisations
- External stakeholders

Core competencies

Required

- A degree level education
- Over 3 years in event management or business development experience
- Interest and awareness of the whole energy sector, the key players and project structure
- Understand and talk with interest about the local and European market place and the key players that work within it
- Strong communication skills, including confidence and enthusiasm in recruiting speakers, networking and hosting events and meetings
- Ability to work on your own initiative to implement events, manage workload, produce results and meet deadlines
- Exceptional attention to detail to produce written communications (marketing material, updating the website, reports, finances, etc)
- Budgetary control – ensuring income and costs are balanced by the level of provision required
- Proven time management skills demonstrated by ability to work effectively under pressure, to prioritise and to deliver to tight deadlines
- Self-starter who is articulate, creative, results driven individual with the ability to see the bigger picture for the benefit of EIC members and the wider EIC team
- Supportive team player that can build relationships with colleagues across several locations
- Ability to act in a professional manner at all times and is consistent with the vision and values of the EIC
- Excellent organisational and administrative skills
- Strong IT Skills – confident use of Microsoft Office packages
- Flexible approach to working hours to meet event and operational requirements
- Professional, well presented and personable, who can confidently engage with attendees at events

Desirable

- Knowledge and/or interest in the energy sector
- Ideally previous corporate/industry event management or business development experience
- Experience and/or knowledge of CRM systems
- Experience of membership organisation and/or trade association

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