



## **HILLINGDON CHAMBER OF COMMERCE**

### **JOB DESCRIPTION**

#### **POST: EVENTS EXECUTIVE**

**SALARY: £30-35,000 pa pro rata**

**HOURS: 20hrs per week**

**LOCATION: Office/homebased + various locations with the Borough of Hillingdon**

**REPORTS TO: Chamber Manager and the Committee**

**PURPOSE OF POST:** Through the creation of engaging events to promote the Hillingdon Chamber of Commerce to local businesses and organisations which also add value to the Chamber's members and attract new members.

#### **Duties:**

1. Reporting to the Chamber Manager and Marketing Committee.
2. Promote the Chamber to raise profile and encourage new membership in line with its strategy.
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4. Keep accurate records in line with GDPR regulations and Chamber policies.
5. Working with the Chamber Manager to prepare budgets, setting deadlines, creating concepts and identifying the objectives of each event.
6. Undertake training as required by the Chamber Manager and Committee.
7. Plan the annual events calendar aligned with the Chamber's objectives.
8. Take appropriate steps to maximise attendance at all Chamber events.
9. Prepare reports to evaluate and analyse feedback of each event.
10. Ensure each event is delivered within budget.
11. Oversee the organisation of all aspects of the event, including external service providers.
12. Resolving problems and guest inquiries before and during the event.
13. Secure event venues relevant to each event.
14. Secure speakers relevant to each event.
15. Work with the Chamber Administrator to ensure events are correctly set up, ie through Eventbrite.
16. Liaise with other team members to ensure the smooth running of Chamber events.
17. Work with the Membership Executive to follow up potential new members after an event.
18. Attend all Chamber events.

19. Attend Committee meetings as and when required.
20. Such other duties as the Chamber Manager or the Committee may reasonably direct.

**Person Specification:**

<b>Qualifications:</b>	<b>Essential</b>	<b>Desirable</b>
Educated to GCSE level in English & Maths	√	
Event Management qualification or equivalent experience	√	
<b>Knowledge &amp; Experience:</b>		
Proven ability of organising high profile events		√
Minimum 2 years event planning experience	√	
Experience of creating post-event analysis and reports	√	
<b>Skills:</b>		
Proficient in MS Office	√	
Ability to be creative with event themes	√	
Ability to manage budgets	√	
Use of Whoova or similar event app		√
Excellent written and verbal communication skills	√	
Excellent interpersonal skills	√	
Problem solving	√	
Attention to detail	√	
Networking skills	√	
Ability to work as part of a team	√	
Ability to work under pressure to meet deadlines	√	
<b>Personal Attributes:</b>		
Good time keeping	√	
Flexible to work outside of normal office hours	√	
Professional, confident and enthusiastic	√	
Willingness to work from different locations within Hillingdon but may involve occasional travel to conferences and events outside the Borough	√	
Willingness to promote and represent the Chamber in line with its policies	√	
Clean driving licence and access to a vehicle		√

**Package:**

20 Days Holiday (plus bank holidays) pro rata  
Employer's Pension Contribution  
Employee Assistance Programme  
Discount Portal