JOB DESCRIPTION

POSITION: Campaigns and Events Manager

EMPLOYER: Northern Ireland Chamber of Commerce and Industry

RESPONSIBLE TO: Head of Campaigns and Events

LOCATION: 40 Linenhall Street, Belfast

CONTRACT: Full Time

SALARY SCALE: £25,000 plus benefits

NORTHERN IRELAND CHAMBER OF COMMERCE AND INDUSTRY

NI Chamber is an award winning, quality assured, customer focused membership organisation with over 230 years commitment to the Northern Ireland economy. It is a well-known network for business with a membership of 1,200 businesses representing over 100,000 employees. It includes Corporates, SMEs, Micro businesses and sole traders with membership coming across every area of business from manufacturing to agri-foods, services to retail and the professions. Our award winning Chamber team is committed to customer service and the commercial success of our members.

OUR PURPOSE AND VISION

NI Chamber is the network for business in Northern Ireland, enabling members to grow their organisation both locally and internationally and drive the development of the economy.

SERVICES AND EXPERTISE

NI Chamber is recognised for helping businesses grow locally and internationally in the following ways:

- Providing access to an experienced business support team who can help growing businesses navigate through the support system, including the export journey and national schemes for unlocking finance
- Connecting you with over 400,000 chamber contacts from across the globe, or helping you utilise the NI Chamber network across Northern Ireland
- Ensuring that your export documents are delivered on time and on budget through our cost and time efficient export documentation service
- Providing networking opportunities with over 6,000 delegates from across Northern Ireland at 60+ events per year
- Building your brand via Ambition magazine and NI Chamber’s online platforms in a targeted and engaging way – with a reach of 16,000 business leaders
- Providing direct access to key government officials and key decision makers.

With the wide range of events, export services, support services, policy and government liaison NI Chamber is integral to Northern Ireland’s export support continuum.

ROLE OF CAMPAIGNS AND EVENTS MANAGER

The role of the Campaigns and Events Manager is to lead on the development and management of assigned Campaigns and Events which support the recruitment and engagement of member businesses across the region; with responsibility for ensuring that agreed targets are achieved with seamless delivery and high customer satisfaction.

KEY TASKS

- Support the Head of Campaigns & Events to plan, schedule and coordinate a yearly programme of event activities in support of company-wide targets
- Support on the generation of high quality concepts and ideas for Campaigns and Events with attractive speakers and content to engage member businesses
- Work with the Communications team to effectively schedule, market and promote individual Campaigns and Events as well as the publication of two bi-annual event calendars. Includes input to the writing of guideline content for promotional materials

www.northernirelandchamber.com
- Manage all aspects of the delivery of assigned Campaigns and Events to include overall event management, securing speakers, sponsors and attendees
- Manage and liaise with stakeholders as required, including key partners, speakers, external suppliers etc
- Manage individual budgets for assigned Campaigns and Events, ensuring financial income and expenditure targets are met, reported on and fed into the overall Departmental budget
- Debt management for assigned events; monitor levels of debt and follow up with accounts department if required
- Support on the engagement of members; proactively review levels, target and take action where required to increase value statements for under-engaged members. Also ensure that booking levels are at an acceptable and agreed level, taking action where required.
- Support on partner/sponsor management through writing proposals and reports, drafting contracts and monitoring contract deliverables, ensuring all are met in timely manner, highlighting any issues and taking action as appropriate
- Regularly liaise with sponsor companies providing updates, information, reports and delivering on contract KPIs
- Contribute to financial income targets by generating new ideas for Campaigns and Events activities and securing sponsorship
- Deliver the highest quality service and drive customer satisfaction. Includes responsibility for conducting, analysing and reporting on feedback, making recommendations for continuous improvements
- Responsible for overall performance and quality of assigned Campaigns and Events
- Provide support to team members on other activities as required

OTHER
- Attend and represent NI Chamber at appropriate external events as required
- Perform duties to the standards laid down in specific quality standards as per NI Chamber’s procedure manual
- Assist in the delivery of the overall NI Chamber strategy
- Undertake any other duties required, as directed by the Chief Executive of the NI Chamber

Essential Criteria
1. Educated to degree level or equivalent
2. Minimum of 3 years’ experience in project/event management and marketing
3. Excellent attention to detail and desire to complete tasks to the highest standard
4. Experience of budget management
5. Ability to demonstrate a high degree of personal and team organisational skills
6. Excellent communication skills, with the ability to build effective working relationships
7. Willingness to work flexibly and manage a number of tasks simultaneously
8. Proficiency in Microsoft Office packages

Desirable Criteria
1. Evidence of business network/relationships
2. Relationship Management experience
3. Sales experience