

**PERSON SPECIFICATION**

**Conference and Events Manager**

Essential

1. Experience of event management, including initial proposal writing, selling of the venue and its products, planning, delivery, and evaluation for online, in person, and hybrid events
2. Experience of working in a customer facing role, including managing wide range of enquiries particularly by telephone and email
3. Ability to nurture good relationships with clients and suppliers, excellent interpersonal skills with an ability to communicate clearly and confidently with a wide range of individuals, including high profile VIPs
4. Proven ability to organise own workload effectively: to manage deadlines which are frequently tight and produce accurate, detailed work
5. Excellent eye for detail, with strong organisational, time management & interpersonal skills
6. Able to work to tight and varying deadlines
7. Self-motivated with a proactive approach
8. Ability to work both independently and as part of a small team.
9. Ability to prioritise work load and has effective coping strategies
10. Team player who is proactive and energetic and keen to make things happen
11. Flexible and willing to contribute by helping others
12. Working knowledge and experience of MS Office applications, email and the Internet
13. Capable of making independent decisions and adaptable in adjusting plans swiftly when needed, demonstrating initiative and flexibility

Desirable

* Ability to work under pressure
* Confident in decision making process
* Past experience of working in events within venues and event-based data base systems

March 2025