



Event Project Manager

12 months Maternity Cover

The role of Event Project Manager is to research, organise and deliver high impact, high quality events for our corporate clients.

You are the magic ingredient in the event throughout the whole process from devising the concept through to delivering making the event memorable for attendees and impactful for the client ensuring that they achieve their strategic objectives for the event.

Although the role is mainly office based it goes without saying that you will be able to travel to client meetings, travel for site visits and deliver events in the UK.

This role will sit within the conference team and will be dedicated to a large-scale conference. The conference, scheduled to take place in Birmingham in December, is attended by approximately 1,000 people from the UK and Ireland. This role will work with the Conference Team in the planning and delivery of the conference whilst taking on the responsibility for day-to-day event management. Training will be provided.

Candidate profile

An experienced event manager with a strong track record of taking **ownership** of events from concept to completion, making successful, high impact corporate events happen, preferably with an agency background. Sometimes things can happen on the event that you didn't expect so you will be able to be **quick thinking**, a natural born **trouble shooter** and somebody who thrives in a **challenging** and sometimes demanding role.

You will be able to **juggle** a number of different tasks at the same time but be able to make sure that **attention to detail** is maintained, **deadlines** are met and the **client is serviced and supported**.

Whilst experience in all of these areas is important, so is culture fit and attitude as you are part of a close-knit **team**.

As an Event Manager you will be also provide support to the rest of the events team in other projects as and when they arise.

Role and responsibilities

To be successful in this role you will be able to manage and deliver events from end to end including full logistics and budget management, client management and travel within the UK. The key role and responsibilities include but not limited to:

EVENT STRATEGY

- Work with the client to understand their requirements and their strategic objectives for the event
- Monitor objective achievement and make recommendations throughout the conference planning period

CLIENT MANAGEMENT

- Day to day relationship with the client
- Manage regular client calls and ensure they feel supported throughout the event planning process
- Identify opportunities for other services we can provide to clients and further our working relationship
- Participate in client meetings – phone or face to face

EVENT MANAGEMENT

- Adhering to project timelines
- Preparing creative, strategic and well throughout presentations and proposals

- Full logistics including attendee /delegate management and travel and accommodation bookings
- Manage full event costings and budgets
- Registration system management including App development and reporting
- Co-ordinating all project details and suppliers both prior to the event and onsite, and a variety of different resources such as internal creative resources, event suppliers, production teams and freelance staff
- Briefing and liaising with creative teams for online/off line communications and marketing collateral
- Producing Risk Assessments and monitoring Health & Safety aspects of events
- Co-ordinating a variety of simultaneous projects and facilitating client involvement and engagement

Skills and qualifications

- Strong working knowledge of Excel and PowerPoint as we use these a lot
- A team player
- Excellent communication skills both written and oral
- Actively seeks opportunities for innovation and continuous improvement in all areas of event management
- Ability to form strong client relationships at senior levels
- Self-motivated and directed, with keen attention to detail
- Highly organised and process driven
- A strong sense of ownership and responsibility
- Ability to work independently and thrive in a fast paced, agency style environment
- Excellent time management
- Works calmly in pressurized situations
- Confident presentation/communication skills.
- Exposure to team management experience would be ideal

Who are we?

CR Worldwide is a UK market leader in reward, recognition, incentive and event programmes. Our innovative platforms and events engage people, change behaviour and drive performance. We help companies grow by rewarding best behaviours from the people most valuable to their business - employees, customers, partners. To find out more about us visit <https://www.crworldwide.com/> or check out our social feeds:



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What is it like here?

CR is a relatively young company – founded in 2002 – in our 16 years, we have become a market leader in our industry and have been growing fast through high quality client service and project delivery.

We are based in modern offices in Stratford upon Avon. The vibe of the office is young, fun, dynamic, dressed down and creative, yet professional and focused. It sounds cheesy, but we really do work hard and play hard.

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