

JOB DESCRIPTION

Job Title:	Events Assistant
Department:	Policy, Communications and Research
Reports to:	Events and Communications Officer
Role Type:	Permanent
Salary:	Circa £24,000 plus competitive benefits
Location:	London

OVERALL PURPOSE

To support Lloyds Bank Foundation's Policy, Communications and Research team to deliver an expanding programme of outstanding events for charities receiving our grants, and for the third sector more widely.

This is a new role which is key to the ongoing success of our events. Working closely with our Events and Communications Officer, you'll be an energetic and enthusiastic member of the team, who is unphased by working to deadlines or under pressure and has a good eye for details which take events from being good to great.

You'll have previous experience of organising and delivering events. You'll be familiar with the process of project managing events, have basic budgeting skills and will have experience in negotiating with external suppliers. You will also be confident to act as the face of the Foundation at events, greeting and assisting delegates, liaising with speakers and working alongside the wider Foundation team.

For more information on the Foundation and our work please see: www.lloydsbankfoundation.org.uk

CORE RESPONSIBILITIES AND ACCOUNTABILITIES

- Working with the Events & Communications Officer support the team to develop and deliver a range of events – from our large Parliamentary Reception and Summit, to smaller regionally based workshops and networks.
- Develop administrative systems to help the management of multiple events simultaneously.
- Manage the online event booking system and answer attendee enquires.
- Write event copy and produce slide decks for events.
- Liaise with suppliers including, venues, AV suppliers and caterers - building relationship and outlining expectations to ensure events run smoothly.

- Provide written and verbal briefings for both internal staff and external speakers.
- Be a friendly member of the team at events, confident in answering attendee questions and supporting all aspects of event delivery, including registration, liaising with speakers and Foundation staff.
- Work collaboratively with the Events & Communications Officer to anticipate and plan for different scenarios and find solutions to challenges that arise during the planning and delivery of events.
- Use social media and other technologies to enhance event delivery as appropriate.
- Together with other members of the team support the general day-to-day office requirements as required.
- Contribute to the development of Foundation events, drawing on your own experiences to take our events to the next level.
- Create evaluations for events and act on feedback and learning.

EXPERIENCE / KNOWLEDGE

The ideal candidate will have the following:

- Previous experience of delivering events, e.g. responsible for producing conferences, workshops, research launches or membership events.
- Impeccable attention to detail, organisational skills and ability to manage your own time and workload across a number of streams, delivering on deadline and on budget.
- Experience of managing relationships with external suppliers to deliver exceptional events.
- Excellent written and verbal communication skills.
- Ability to create standard content relating to events, e.g. slide decks, handouts, name badges etc. according to brand guidelines.
- A professional manner and the ability to establish effective working relationships internally and externally, ranging from colleagues at Lloyds Banking Group to people helped by charities we fund to overcome complex social issues, and to represent the Foundation with credibility.
- A commitment to creating events that communicate and influence others about issues that matter.
- A great attitude, and an instinct for taking initiative, making suggestions and working as part of a flexible and responsive team that is constantly seeking to improve.
- A passion for supporting charities helping people overcome complex social issues and some knowledge or experience of the voluntary sector.
- Commitment to equity, equality, diversity and inclusion and in promoting the values of the Foundation in all areas of work.
- Willingness to travel across England and Wales and work occasional unsociable hours as required.