



Events Manager

Job description

Job Title: Events Manager

Salary: £30,823 pro rata, subject to qualifications and experience.

Benefits include:

- Generous annual leave allowance
- Paid sick leave
- Enhanced family-friendly leave
- Compassionate and emergency leave
- Pension scheme
- Life insurance policy
- Employment Assistance Program
- Access to vouchers and discounts
- Monthly wellbeing allowance

Reports to: Head of Youth Development

Location: Oxford

Some home working is possible. Travel throughout Oxfordshire and further afield may be required.

Hours of work: 21 hours per week

Job purpose

The purpose of this role is to ensure all Oxfordshire Youth events are run to a high standard, meet their purpose and have young people and the youth sector at their heart.

With the support of the events Coordinator, you will deliver Oxfordshire Youth's annual roster of events, working with partners, young people and industry experts to celebrate the young people of Oxfordshire, as well as advancing the knowledge and expertise of the youth sector to achieve better outcomes for young people.

Events include the 'Youth in Mind' mental health conference, run in partnership with Oxfordshire Mind, Oxfordshire's biggest youth celebration event and the Youth Work conference.

Key Responsibilities

- To ensure that all events are managed in line with Oxfordshire Youth's vision and values
- To ensure that the events are well attended
- To ensure that the events are financially sustainable, keeping within the agreed budget

Youth in Mind Partnership

- To work with Oxfordshire Mind to design and deliver cutting-edge mental health partnership, culminating in an annual conference for over 500 industry professionals
- To work with Oxfordshire Mind to obtain funding from corporate partners, local authorities and grant giving organisations.
- To lead on the programming of the event, including liaison with speakers and ensuring quality control
- To oversee partnership work between Oxfordshire Youth and the Oxfordshire Mind, maintaining a positive and effective relationship at all times
- Work with Oxfordshire Youth and Oxfordshire Mind's fundraising teams to secure sponsors for the event
- Coordinating effective mailing list communications on behalf of both organisations
- To work with Oxfordshire Mind to design and develop social media campaigns to promote the conference
- Support the production of the 'Youth in Mind Guide for Oxfordshire', and other materials to promote and enhance the event

Oxfordshire Youth Celebration Event

- To oversee the year-long planning process of a youth led celebration event with the culmination of a live event at a venue with capacity for over 1,500 guests
- To work with the Youth Partnerships Coordinator to recruit a committee of young people to lead the design and vision for the event, ensuring authentic co-design
- To manage an audition process for event performers
- Work closely with the Fundraising Manager to secure adequate and appropriate funding and sponsorship, developing strong long term relationships

General

- Line management of the Events Coordinator, including day-to-day leadership and supporting their professional development
- Ensure that Oxfordshire Youth's branding is upheld in all aspects of external communication
- Create high quality publicity for events, communicating an effective and positive message
- Submit any copy and communications created to the Marketing Manager to approve and distribute
- To attend team meetings and regular supervision with line manager
- Keep up to date with relevant and associated policy developments, adhering to Oxfordshire Youth's policies and procedures
- To ensure all pre-employment checks are carried out in accordance with Oxfordshire Youth's guidelines, policies, and procedures
- To undergo training enabling personal and professional development
- To undertake other relevant duties related to the further development, promotion and sustainability of the charity

Safeguarding

- Understanding that safeguarding children, young people, and adults is everyone's responsibility and you will have access to training and supervision, which is appropriate to the role (including undertaking a DBS check appropriate to your role)
- To ensure concerns from young people are responded to appropriately in line with Oxfordshire Youth's policies and procedures

This job description is subject to amendment following discussion with the post holder. Specific tasks and duties will be shared at the interview and during the induction process

What we are looking for

- Previous events management experience, including managing events of a similar scale to those run by Oxfordshire Youth
- Team management and leadership experience
- Experience in robust budget management
- Excellent time management and planning skills, including managing tasks for multiple teams who have varying skills and experience and may include volunteers
- Excellent communication and interpersonal skills, including being able to positively engage and influence others

- Strong writing and communication skills
- A high level of attention to detail
- Ability to work under pressure and manage multiple priorities
- Experience in using and administering booking systems such as Eventbrite
- Strong IT skills including Excel, Word, PowerPoint, Google Suite and CRM systems
- A flexible approach to work, including a willingness to take on tasks outside the usual remit and to work irregular hours
- The ability to solve problems and think creatively
- Respecting differences and challenging prejudice and discrimination
- A positive, enthusiastic and can-do approach that demonstrates the attributes of a growth mindset
- Accountability for the quality of your work and responsibility for maintaining and improving your knowledge and skills

Other desirable skills

- A track record of managing innovative events that raise an organisation's profile
- Monitoring and evaluating experience
- A full UK driving licence and access to a vehicle
- Knowledge and understanding of youth work
- Previous experience working in the not-for-profit sector

Closing date for applications: 6th March

Interviews to be held: 9th March

To apply, please send a copy of your CV accompanied by a completed application form to our [recruitment team](#).

Alternatively, [visit our website](#) or [email](#) us for more information.