

CAREERS AT CERTSURE

Job Title:	Events Executive
Location:	Hybrid, Warick House
Salary:	circa £32,000 plus excellent benefits
Hours:	Full time
Contract:	Permanent
Closing Date:	28/04/2024

About the role

We have an exciting opportunity for an Events Executive to join our organisation. In this role you'll support the planning, promotion and delivery of a series of webinars, events and exhibitions across the UK. In addition to on-site event delivery, this role will involve working with the wider Certsure Marketing team and Marketing and Events Manager to develop and implement marketing and communications campaigns to support the promotion of events and webinars across various channels.

The post-holder will be expected to manage or support the delivery of events at pre-planned times, including up to 30 overnight stays annually. Some manual handling is also required as part of this role.

In this role, the successful candidate will work remotely from their home with the requirement to attend our Head Office in Houghton Regis approximately once a week.

What you'll be doing

Support the Marketing & Events Manager in the planning and delivery of NICEIC & Certsure events, conferences, exhibitions and webinars, ensuring they are delivered on-time and by company standards.

Coordinate NICEIC's participation in external trade shows and exhibitions across the UK, ensuring event goals are achieved.

Assist in planning and delivering NICEIC events, including venue negotiation, operational planning, liaising with internal and external stakeholders, promotional campaigns, and staff briefings.

Oversee on-site event management at external exhibitions and NICEIC events, including setting up exhibition stands, conducting risk assessments, ensuring safety compliance, and communicating with stakeholders.

Support with the delivery of webinars in the evenings, on pre-agreed dates.

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Work with the wider Marketing and Communication teams to support the development of multi-channel campaigns to promote the events NICEIC is attending or delivering.

Conduct risk assessments before the delivery of events and oversee the Health & Safety arrangements whilst onsite, to ensure a safe environment for employees, staff and visitors.

Monitor and analyse customer engagement and satisfaction at events, exhibitions and webinars.

Produce and communicate post-event results and recommendations to enhance the customer experience and return of investment.

Manage relationships with external suppliers.

Adhere to administrative systems and policies set by the marketing and communication team.

Follow company brand guidelines to protect and strengthen the brands.

Additional duties as required.

What we're looking for...

Essential

- Previous experience working in a corporate events management role, including briefing staff, liaising with external suppliers.
- Onsite events delivery experience, working in exhibition venues.
- Ability to work collaboratively across all areas of the business.
- Flexible, with the ability to prioritise, work under pressure and to tight deadlines.
- Takes ownership and personal responsibility for own learning and development.
- Great organisational skills with a proven track record of delivering projects from conception to completion.
- Excellent written and verbal communication skills.
- Confident and assertive.
- Full, UK driving licence with the ability and willingness to drive a transit van when required.
- Ability and commitment to follow Certsure's Behaviours for Success.

Desirable

- Events or marketing related degree or CIM qualification or working towards.
- Experience using webinar software platform.
- Experience using email software platforms and website content management systems.

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- Experience using Salesforce or other CRM systems.

If you'd like to find out more about the benefits we provide for our direct employees, just click on this link <https://niceic.com/about-us/careers/>

About us

Certsure offers industry-leading certification services, Building Regulations schemes, products and support to the construction industry.

We are dedicated to providing professional services and certification to a wide range of customers across the building services sector. Our products and services are delivered through the marketing-leading brand NICEIC.

Quality is the foundation of everything we do and as a result, many of our products are Government-recognised and United Kingdom Accreditation Service (UKAS) approved. From the technically excellent assessors to service advisors who really "get" our customers – we are always on the lookout for talented people to join our team.

We aspire to have a diverse and inclusive workplace, and as an equal opportunities' employer, Certsure is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

Websites: www.certsure.com or www.niceic.com

Twitter: @officialNICEIC

LinkedIn: <https://www.linkedin.com/company/niceic>

Facebook: <https://www.facebook.com/NICEIC/>

Instagram: <https://www.instagram.com/officialniceic>

If you'd like to find out more about the benefits we provide for our direct employees, just click on this link <https://niceic.com/about-us/careers/>

How to apply...

If you think this is the job for you, then we'd be delighted to hear from you!

Please send your CV and a covering letter to vacancies@certsure.com.

We're unable to respond to all applicants due to the high volumes of CVs we receive. Therefore, if you don't hear from us, unfortunately this means you've been unsuccessful on this occasion.