

**Job title**

Events Executive

**Company name and postcode**

We Are Wakefield

WF1

**Job summary**

(Outline of the job description including key responsibilities and detail of the skills the young person will develop and details of homeworking. Please provide as much detail as possible Please do not use bullet points)

We are looking for a competent Events Executive to support the Business Support Manager to oversee and organise events that will make an impact to the members of We Are Wakefield. You'll ensure events are successful and cost-effective, paying attention to budget and time constraints. An events Executive is, above all, a competent project manager who understands marketing and promotion techniques. We want to see enthusiastic candidates with fresh ideas and the organisational skills required to not leave anything about an event to chance.

Main duties will include:

The planning of online and face to face events from start to finish according to requirements, target audience and objectives. Come up with suggestions to enhance the event's success.

Source and negotiate with caterers and suppliers and personnel (DJs, waiters etc.)

Coordinate all operations, including ticket registration and invitations.

Lead promotional activities for the event and liaise with the Digital Media Executive about marketing and advertising events.

Ensure event is completed smoothly and step up to resolve any problems that might occur

**Essential skills, experience and qualifications** (please do not use bullet points)

As this role is home-based, the ideal candidate will be self-motivated with the ability to work to their own initiative.

Proven experience as event manager or similar

Skilled and confident in project management

Knowledge of marketing techniques for event management

Computer savvy; proficient in MS Office

Outstanding communication and negotiation ability

Excellent organisational skills

A knack for problem-solving

Excellent Customer-service skills

A team player

Calm when faced with pressure

Driving licence preferred as the candidate will be required to work at various locations around the wakefield district

**Job category (DWP use only)****Number of hours per week**

25

**Working pattern and contracted hours** (including any shift patterns)

Flexible over Monday - Friday, negotiable. Presence at all events is compulsory.

**Hourly rate of pay**

National Minimum Wage

**Details of employability support** (training opportunities/mentor)

Ongoing support and guidance, possibility of job continuation upon satisfactory first  
six months.