

Job Vacancy

Realise the next step
of your career

Conference and Events Manager

POSITION TYPE: Full time, permanent

LOCATION: Ipswich, Suffolk



Introduction

Your privacy

Bauder treats personal data collected while managing your job application in accordance with our Data Protection Policy. Information about how your data is used and the basis for processing your data is provided in our Job Applicant Privacy Notice, this is published to our website within the [Careers Section](#) or available upon request from the [HR Department](#).

About us

Bauder is a leading international manufacturer of building construction materials for flat roofs. We provide our clients with a complete technical roofing solution and package from inception to completion, to meet their every requirement. Our service is centred upon our dedication to provide a waterproofing system that fully understands all the individual issues of any project and fully responds to the needs of the client.

Our flat roof systems are designed to provide a high quality, single source solution for every application and client need. Whether green roofing to bitumen membrane, and from hot melt to cold liquid applied, right through to BauderSOLAR PV panels, giving energy for sustainability.

Bauder flat roofs represent an industry leading commitment to deliver technologically advanced roofing products, which meet the diverse needs of the roofing industry in terms of budget, performance and function of the highest quality. The Bauder name is synonymous for quality, design and service.

Our people focused culture originates from a strong family ethos and the belief that our success is determined through our people, who are at the very heart of what we do.

Fit to team and skillset drives our success

We place great attention to detail on recruiting the right person, team fit is as important to us as skillset and people join us for a career and not just a job. We have fun whilst we work and reward, recognise and develop the capabilities of our people. The commitment from all our people undoubtedly drives the high levels of business performance and success enjoyed today.

'you work with friends not colleagues' (Area Technical Sales Manager)

'the Company really looks after you as a person' (Technical Administrator)

'there is a strong commitment to employees and sense of trust and fairness' (Manager)

Would you like to be part of an extremely successful, team spirited business, with a motivated people driven culture? A business which focuses upon building your career, supporting and encouraging your development and fostering autonomy, ownership and accountability. We offer a highly competitive remuneration package and lifecycle of benefits, designed to protect you and your family. Our accolades validate our employer credentials, we are the first in our sector to be awarded the prestigious Investors in People Platinum award and are proud to be one of the highest IIP accredited organisations in the UK.

Bauder is an Equal Opportunities employer

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Job Specification

Sept 2024-v1

Profile

Working within the marketing team and reporting to the Marketing Director you will manage the Events Co-ordinator and work together to oversee the planning, management and execution of all company conferences and events, both corporate and social.

Implementing structure, processes, whilst maximising efficiencies you will manage the events delivery and associated budget ensuring smooth running of the events calendar. Negotiating corporate rates across all event delivery you will ensure best budgetary value.

The ability to interpret event requirements and deliver multiple size events across different business stakeholder areas is essential. As is the ability to influence with strong organisational and communication abilities managing and prioritising workload. You will ensure the target audience is engaged and the event marketed appropriately.

You will be responsible for organisation of conferences, exhibitions, large corporate events, commercial events in conjunction with the sales team and National and Divisional meetings, including commercial roadshow events and anything else falling within the business area remit.

Strong management skills with proven team management is essential. A positive, enthusiastic, team player, you will collaborate with all stakeholders across the business to understand their event objectives and preferences and assist in creating event concepts, themes and overall design

Proven experience of large event management with a robust structure and process focus together with budgetary control is critical.

Duties and responsibilities

- Devise structure, processes and procedures to manage all company events, including budgetary controls and ensure adherence.
- Devise processes and procedures to manage the company's event calendar and company event rollout.
- Compile list of preferred suppliers for approved hotels with negotiated costings and periodically review, ensuring the BSA team have continuity and align with Events Team structure and controls.
- Compile list of preferred events/entertainment management companies etc. ensuring adherence to budgetary requirements.
- Liaise with sales and marketing teams to publicise and promote events.
- Ensure best value practices for all overnight stays and events across the business.

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Duties and responsibilities continued

- Collaborate with all departments, including the Business Support Team, in relation to use of preferred suppliers.
- Conduct vendor/supplier sourcing, onboarding, monitoring performance, ensuring best value and building strong lasting relationships.
- Consider sustainability across all deliverables and activities, providing options for consideration and cost comparisons.

Management of events

- Manage full events cycle from initial creative concept and pre-planning stages through to on-site execution.
- Creation of event proposals which are creative, innovative, in line with budgetary requirements and in alignment with stakeholder requirements.
- Work in conjunction with business stakeholders with the delivery of company events, supporting with event type, structure, pricing and ensuring delivery on or below budget and guiding accordingly.
- Overseeing all event aspects, such as venue sourcing, seating, dining and accommodation etc., including entertainment.
- Managing and overseeing events on the day, including problem solving, welcoming guests, directing event set-up and communicating with staff and organising vendors.
- Ability to plan and juggle delivery of multiple events and deliver to deadlines and within budget.
- Collate and ascertain annual budgetary requirements from stakeholders and ensure event adherence, making adjustments where necessary.
- Management of events budget.
- Authorising invoices in accordance with vendor requirements.
- Oversee event logistics.
- Ensuring all relevant colleagues attend and are fully briefed.
- Reporting on success of events by agreeing objectives and reporting against them.
- Tracking participation and collecting feedback.

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Core skills

- Strong management skills combined with the ability to motivate others.
- Project Management skills.
- Excellent time management and the ability to deal with multiple events and associated stakeholders.
- Ability to remain calm in a high pressured and fast paced environment with a strong solution focus.
- Strong problem solving skills to devise alternate plans when problems arise.
- Helicopter view to pre-empt problems.
- Strong written and verbal communication abilities.
- Strong negotiation abilities to secure contracts and pricing.
- Creative and innovative approach to event management.
- Budgetary controls and associated administrative abilities to provide budgetary structure.
- Strong computer literacy.
- Ability to influence all stakeholders working to deliver company events to deliver company events, on time and within budget.
- Ability to carry out venue and event research.
- Strong stakeholder facing skills.
- Attention to detail.
- Enthusiastic team orientated approach.
- High level of integrity and professionalism.

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Qualifications

- Foundation degree, higher national diploma or a degree in events management, Level 4 Diploma in Event Management or a Level 2 Certificate in Event Planning.
- Minimum of 5 years' experience within a similar role.
- Project Management qualification (advantageous)

Definition of company events; – large corporate events; commercial events with sales team; large National and Divisional meetings; conferences; client hospitality events.



Tracie Reed, marketing director

Let me share an insight into the role with you.... The marketing team is well respected and known as the best across the industry leaving our competitors to aspire to our approach, methods, style, tone of voice, and outputs. I am extremely proud of this accolade as this reputation across the industry has been bestowed after years of dedication; it is also hard earned, hard won and even harder to maintain so this gives you an indication of the commitment and passion that drives myself and the department.

The position of Conference and Events Manager is a highly demanding role and there won't be a single day that you aren't involved in a plethora of large scale and small events and their associated deliverables. It is definitely a fast-paced environment. That said, for us, it's also about quality of output and attention to detail so that we really are instrumental in delivering high class and quality events for internal staff and clients.

I promise you – you won't be bored working with me and the team!

So, if you want to join a highly successful team that our competitors envy, if you thrive in a high-speed environment and relish challenges, then consider this role for your next career step and I look forward to seeing your application.

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