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| Job Title | Senior Event Manager  |
| Department | Big Bang (Communications)  |
| Reporting to | Head of the Big Bang |
| Contract | **Full Time** (35 hours/week) |
| Salary range | **£42,000 - £48,000 depending on experience** |
| Location | *We are a London based organisation that has been working from home since March 2019. Over the coming months, we will be encouraging people to come into the office more. We will then start a trial of hybrid working in which we are likely to ask people to come in when they want to and also when their work can be done most effectively from the office (i.e., for most collaborative meetings), but they will be welcome to work from home otherwise.* |


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# About EngineeringUK

EngineeringUK is a not-for-profit organisation, which works in partnership with the engineering community to inform and inspire young people and grow the number and diversity of tomorrow’s engineers. We work locally, regionally and nationally with a wide range of organisations across business and industry, education, professional institutions and the third sector to understand the engineering sector and the skills it requires. We work in partnership with these organisations to develop and promote effective initiatives and programmes to inspire young people to consider a career in engineering.

We guided by a series of values that we apply to all our activity.

**We are insightful** and open and honest with our insight so that everything we to inspire young people into engineering is based on clear and up-to-date evidence, gained by listening to and learning from our community.

**We are courageous** and dynamic in the development, piloting and promotion of ideas and activities which can help us all to inspire tomorrow’s engineers and increase the talent pipeline for engineering.

**We are passionate** about inspiring a new generation on engineers and a positive difference to young people’s lives.

**We are inclusive**, with partnership and collaboration at the heart of what we do. We are determined to reach those people who are under-represented in modern engineering

# About the role

The Big Bang UK Young Scientists & Engineers Fair is an annual celebration of science, technology, engineering and maths (STEM) for 11-14 year olds made possible thanks to the collaborative efforts and support of over 100 organisations.

A unique, award-winning combination of exciting theatre shows, interactive exhibits and careers information,
The Fair takes place at the NEC, Birmingham in June. It brings classroom learning to life for young people, allows them to meet hundreds of scientists and engineers, to get hands-on with science and engineering and shows them where
their STEM studies might lead in the future.

This role will lead the development and implementation of The Big Bang Fair and Big Bang Digital ensuring that we
deliver against KPIs, engage with a greater diversity of schools and improve the impact of these events.

The role will report into the Head of the Big Bang Programme and will work very closely with the Big Bang Content
Manager and line manage the (temporary) Event Executive who support the delivery of the programmes whilst also
 working alongside many other internal colleagues such as Business and Industry, Equality Diversity and Inclusion (EDI), Careers, Communications and Research teams. You will also work collaboratively with the wider engineering, education
and STEM community as well as stakeholders funding the projects and agencies supporting delivery.

We are a London based organisation, with offices at 10 Lower Thames Street, London EC3R 6EN, that has been working
from home since March 2019. Over the coming months, we will be encouraging people to come into the office more.
We will then start a trial of hybrid working in which we are likely to ask people to come in when they want to and also
when their work can be done most effectively from the office (i.e., for most collaborative meetings), but they will be
welcome to work from home otherwise.

 **Role responsibilities**

* Develop, manage and implement the strategic direction of The Big Bang Fair and Big Bang Digital (BBF/BBD)
events working collaboratively with teams across EngineeringUK
* Project manage the operational delivery of BBF/BBD in collaboration with the Event Executive and relevant
agencies.
* Work in collaboration with the Content Manager to ensure that a diversity of real-world science, technology, engineering and maths (STEM) content is presented in inspiring and engaging ways.
* Work in collaboration with the Head of Careers to ensure positive and inclusive STEM careers
messaging is embedded across the BBF/BBD.
* Work closely with colleagues across EngineeringUK including:
	+ the research team on developing and implementing evaluation plans
	+ the communications team to develop and deliver clear marcomms plans
	+ the Business & Industry team, to identify and pursue new funding opportunities and support the
	curation of inspiring, high-impact STEM content for BBF/BBD.
	+ the Engagement Projects team to ensure learnings are shared and opportunities to align operationally
	and strategically are identified and implemented
	+ the EDI team to ensure we widen participation among schools that meet EngineeringUK EDI criteria and ensure events are inclusive and accessible.
* Drive forward the successful implementation of the events on time and to budget, identifying and
mitigating potential risks, measuring and monitoring performance against deliverables, reporting as required
* Bring together and work with internal and external stakeholders
* Manage supplier relationships, including managing complex budgets
* Build trusting and fruitful relationships with the relevant partners and represent EngineeringUK at
external meetings
* Carry out other tasks or duties as directed and required
* Work in line with EngineeringUK’s values, to be passionate, courageous, insightful and inclusive
* Work in line with EngineeringUK’s Quality Management System and data protection and safeguarding policies
 at all times.

 **Other duties**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time, without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post
**Person specification**
**Essential experience and attributes**

* Proven experience of developing events at a strategic level
* Proven large-scale event management experience in both a face-to-face and digital context, with ability to
measure and monitor performance against deliverables
* Experience of managing external agencies, including contract management skills
* Excellent leadership skills and ability to work within a matrix management approach
* Excellent stakeholder management and relationship building skills.
* Strong attention to detail, ensuring that high levels of quality are achieved within deadlines and to budget.
* Experience of supporting website development projects aligned with event delivery such as digital event
platforms, registration systems and exhibitor portals.
* Understanding of safeguarding and GDPR requirements
* Ability to think creatively and innovatively whilst working under pressure.
* Ability to work independently and flexibly within a rapidly changing environment

**Desirable experiences and attributes**

* A good understanding of the education system, STEM enrichment/outreach and careers information and guidance.
* An understanding of the evidence base for STEM inspiration activities and how to evaluate their impact
* Experience of working on events for schools/young people

**Education / level of experience**

* Minimum of 4+ years proven experience within a similar role
* Educated to degree level or equivalent.

# Applying for this role

Please send a CV and statement in support of your application that is no longer than two sides explaining how you fulfil the key criteria for the role by email to HR@engineeringuk.com, quoting the job title in the subject of your email. ***Please also tell us where you saw the job advertised in your email as we are currently tracking our applications.***

The deadline for applications is before 12:00 noon on **Friday 22nd October.**

**Interviews**

Applications will be assessed against the requirements for the post as set out in the Role Profile and Person Specification.

EngineeringUK are working hard to be a disability confident employer. Please let us know if there are

any reasonable adjustments we can make for you during this recruitment process and beyond.

We aim to notify candidates who have been shortlisted on **Tuesday 26th October**. If you have not heard from us after this date, please assume that you have not been successful.

First interviews will be held virtually on **Wednesday 3rd & Thursday 4th November**

*EngineeringUK is an inclusive organisation; we welcome everyone with all skills, experiences, and backgrounds.
Each applicant will be individually assed regardless of gender, sexual orientation, pregnancy or maternity, marital or civil partner status, gender reassignment, ethnicity, colour, or national origin, religion or belief, disability or age.*

 *We are an equal opportunities employer and are open to flexible working, including job share.*

**Benefits / Perks**

* 28 days paid annual leave (plus bank holidays and 3 days at Christmas)
* Competitive pension
* Access to office gym with employee discount
* Yearly flu jabs
* Annual bonus
* Flexible working
* Employee Assistance Programme
* Life Assurance
* Permanent Health Insurance