

Job Description

Events Manager



Job Advert

We have a unique and exciting opportunity to join our team as an Events Manager. In this role you will be responsible for planning, organising and delivering events within the Oil & Gas Technology Centre as well as at external venues. The ideal candidate will be experienced in managing a programme of events and will be friendly and dynamic with excellent communication skills.

Background

The Oil & Gas Technology Centre was established in October 2016 with £180 million funding as part of the Aberdeen City Region Deal.

As an industry-led research and knowledge organisation, we are backed by both the UK and Scottish governments to fund and direct projects that help to unlock the full potential of the UK North Sea. We aim to be the go-to technology centre for the oil and gas industry in the UK and internationally.

Role Responsibilities

- The Events manager will develop the strategy for all internal and external OGTC events, ensuring delivery by creating plans and proposals for events including timelines, suppliers, contacts, speakers, legal obligations, insurance, health and safety, staffing and budget.
- Responsibility for the events budget.
- Effective management of all events-related activities, including budget and financial management, delegate administration, facilities preparation, catering and other supplier delivery, hosting, delegate queries and troubleshooting on the day, event close and follow-up activities.
- Liaising with other OGTC team members and key stakeholders to ensure the effective communication, promotion and delivery of the agreed events plan and individual events.
- Maintaining a calendar of industry and external events for OGTC awareness and attendance, as an online industry service and to ensure best timing for forward planning of OGTC events.
- The Events Manager will assist the External Relationships Director to plan, manage and deliver the OGTC Membership Programme.
- The Events Manager will be responsible for line management of the events team, including recruitment, resource planning and ensuring effective cover.

Essential skills, knowledge and qualifications

- Previous experience of events management including scheduling, planning and managing a long-term programme of events.
- Proven experience of continual improvement in event organisation.
- Takes full ownership, is proactive and self-motivated.



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- Excellent communication and interpersonal skills
- Effective management of supplier relationships including achieving best value.
- Effective management of member relationships and interactions.
- Outstanding eye for detail and excellent organisational skills.
- Able to work well under pressure and to be able to work to tight deadlines.
- Able to work well as part of a team and to use own initiative.
- There will be a requirement to travel if the OGTC are hosting events away from Aberdeen.
- Some flexibility required due to requirement for breakfast/evening/weekend events.

Job Title : Events Manager
Department : External/Events/Innovation Hub
Required date : ASAP
Reporting to : External Relationships Director
Job Location : Aberdeen