

Event Manager: UN Women UK Awards

London-based, opportunity to work remotely with one day in the office, subject to requirements. Open to UK candidates.

Salary £6,000 - £10,000 full-time depending on start date and experience

Role available to start as soon as possible until 1st week Dec 2022.

We are searching for an experienced and enthusiastic event manager to lead the organisation of our annual awards fundraising event.

The event manager will be tasked with negotiating a venue, securing sponsors, planning and managing our events, sourcing items for and running an auction, managing ticket sales, and monitoring timeframes and budgets.

Your creativity, organisational skills, and vision will bring an exciting event to life - our first live awards since before the pandemic. The event will celebrate changemakers making waves for gender equality, reach new audiences with our work, and bring in critical funds to fuel our organisation's growth.

The ideal candidate for this role should demonstrate exceptional organisational abilities, the ability to 'sell' social impact work, strong interpersonal skills, and excellent time-management.

What you'll do:

- Design and implementation of event plans and concepts
- Sponsorship sales
- Keeping senior management informed and involved in process
- Marketing and ticket sales, including corporate ticket packages
- Liaising with PR team to secure media and high-profile supporter attendance
- Budgeting and invoicing
- Logistics, including liaising with any vendors
- Quantitative and qualitative monitoring and reporting on progress towards impact targets.

What we're looking for:

- Excellent communication and leadership skills
- Project management experience

- Proven success in sales and marketing
- Highly organised with ability to manage multiple streams of work
- Independent worker with good time management and ability to proactively communicate upwards
- Budgeting and risk management experience
- Ideally, proficiency in ticket sales, event and auction software

How the application process will work

You will submit your CV and answer questions in our online form.

Shortlisted applicants will be invited to an interview with our Executive team.

We will ask for two referees who can attest to your previous performance.

You can ask questions about the application process by contacting hr@unwomenuk.org, but please note that only applications received via the online form before the application deadline will be considered.