

First Event
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FIRST
EVENT



Resource Manager (Event Operations)

Salary:	£30,000 - £40,000 plus a range of benefits
Contract Type:	Full time, permanent
Benefits:	EOT bonus, healthcare scheme, enhanced pension scheme, unlimited holidays, flexible working environment
Location:	North Leeds office, flexible and remote working available

Life at First Event

We're one of the UK's leading event companies, and have been for the last 20 years. But no matter how long we've been around, one thing that never gets old is our deep-rooted passion for creating jaw-dropping events all around the world.

First Event is only as good as the people who work here, and you won't find another workplace culture like ours. Whilst a clear strategy is important to the growth of our business, it means nothing without the people that make the magic happen. We are firm believers that our success depends on our people, so we want every single person in the First Event Fam to love what they do and to be proud of the events they create.

That's why in 2021 we decided to become an employee-owned company. This decision not only secured our strong ethos, creative freedom and core values, but also cemented the future independence of our team. Our employee council, made up of members across each department, works closely with our management team to create a fun and encouraging environment that allows us all to flourish and thrive. And did we also mention that we are one of The Sunday Times' Best Places to Work?

So, you want to work for us? Good choice. We quite like it here too. We promise you a warm welcome and some pretty cool perks along the way!

About The Role

It is an exciting time to join the First Event Team as we continue to expand and evolve to deliver a 360 offering for our clients. We're not just logistically brilliant. We truly understand our client's objectives and ambitions, creating meaningful events with creativity and innovation at the heart.

The role of Resource Manager will play a pivotal part of our event delivery team. You will work closely with our sales and client development teams, responsible for understanding the forthcoming events in the pipeline and identifying individuals with the requisite skills and expertise to ensure successful execution.

- Collaborate with the sales and client development teams to gather information about upcoming events in the pipeline including event objectives, scope and specific requirements.
- Scrutinise and interrogate briefs to ensure the team have all they need to start a project successfully.
- Identify peaks and troughs in resource to analyse and prepare accordingly.
- Work with 30+ event delivery team colleagues to understand their workload and capacities and assist with forecasting future project work using strategic time management.
- Manage all resource requests for the event operations team and ensure they are prioritised and fulfilled, act as a central point of contact for resource-related enquiries and updates.
- Maintain the resource planner of team commitments to projects, annual leave and other activities.
- Identify suitable team members based on skills, availability and project needs.
- Maintain skills matrix of team members and identify training gaps.
- Own and amplify the database of event and project management freelancers, skills and availability.
- Manage our team of freelance staff to understand work capacities.
- Support with scoping and costings on projects for the Operations team and their time.
- Ensure utilisation and billable targets are met with accurate resourcing.

Personal Specification

- Previous agency experience and a solid understanding of the full event management of UK, Overseas and virtual events.
- Excellent attention to detail and organisational skills.
- Strong interpersonal skills.
- Ability to multi-task and strategically prioritise to identify and plan resource needs.
- Be able to assess issues prior to, or as they arise, to think ahead and see the bigger picture.
- Calm nature, comfortable with changing nature and last-minute requests.
- Proficiency in Asana, Paprika and Google Sheets is a plus.

Our Values

We love that our vibrant team is made up of so many different personalities. No matter how different we are, we're all united by our core First Event values, which sum up the kind of people we're looking for.

These are the values that bring us together, make us a force to be reckoned with and help us deliver the outstanding events we're globally recognised for.



How to Apply

We are a friendly bunch who work hard whilst having loads of fun along the way! Fancy finding out more?

Please email a copy of your CV to careers@firstevent.co.uk