

First Event  
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EVENT



## Senior Project Manager

<b>Salary:</b>	£37,000 - £44,000
<b>Contract Type:</b>	Full time, permanent
<b>Benefits:</b>	EOT bonus, healthcare scheme, enhanced pension scheme, unlimited holidays, flexible working environment
<b>Location:</b>	North Leeds office, flexible and remote working available
<b>Reporting to:</b>	Project Director

# 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, work closely with our management team to create fun and encouraging environment that allows us all to flourish and thrive.

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

Working on medium to large scale projects from conception to completion, you'll be supporting the Client Development Director with budget control, establishing both the scope of the event and the team required to deliver. You will also have the opportunity to support on new business pitch proposals and attend pitches where required.

### Main duties and responsibilities

- Relationships are everything, and we pride ourselves on delivering a celebrity service to all of our stakeholders! Building and maintaining relationships with clients, suppliers and your co-workers is paramount.
- Project manage an internal team and all 3<sup>rd</sup> party suppliers to manage events from conception through to completion of the project. Use clear direction and effective delegation to motivate and develop the team responsible for delivery.
- Create contracts for the client and manage 3<sup>rd</sup> party supplier contracts.
- Act as the central point of contact for the full event delivery, hosting weekly/ bi client weekly calls to ensure all deadlines are met, the working document is fully up to date and any challenges can be troubleshooted effectively.
- Ensure that the highest standards of event planning and delivery are maintained through the effective coaching of Project Managers and Project Executives, and check that booking forms completed by Project Manager and Project Execs within the team.
- Provide seamless on-site delivery, execution and management of associated follow up meetings and activities.
- Collate financial reporting on live and reconciled projects
- Be the budget owner. This will include using Tomz, S20 budgets and working with different currencies, collating costs from 3<sup>rd</sup> party suppliers and internal departments, and negotiating to get the best deals for our clients.
- Lead on RFP's and new tenders for events.
- Support the Client Development Manager with time management of the project and internal teams, ensuring events maintain their profitability in addition to helping to identify new and existing opportunities for client development.
- Be the champion for Asana, ensuring all event plans are kept up to date and tasks are completed.

### Line Management

- You will be responsible for mentoring, coaching and inspiring your team!

- Ensuring training and development needs are met.
- Working with our Resource Manager you will plan and prioritise the team and resources to meet project objectives and deadlines.
- Provide 1-2-1 meetings to your direct report weekly/bi-weekly and Appraisals biannually.

## Personal Specification

- Attitude is everything. We love working with positive people who bring a great energy to the role and the agency.
- Solid experience of working in an event agency, with a minimum of 5 years. Knowledgeable on international destinations and venues, digital trends and suppliers.
- Experience of leading a team as a supportive, inspiring, and committed team-leader.
- Proven track record of delivering against revenue targets.
- Strategic and detail oriented in project execution.
- Knowledge of working with different currencies and VAT structures including Tomz, Hotel billback and S20.
- Ability to work independently and as a team, multitasking, and handling fluctuating deadlines.
- Excellent verbal and written communication skills.
- Good knowledge of Asana is preferable.
- Excellent knowledge of Google docs, sheets and slides.

## 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](mailto:careers@firstevent.co.uk)