



FIRST
EVENT

Project Coordinator

SALARY

£20,000 - £22,000

CONTRACT

Full-time, University Placement

BENEFITS

Enjoy a share in our success with an EOT bonus, healthcare scheme, enhanced pension, unlt'd holidays, and the freedom of a flexible working environment.

LOCATION

Based in North Leeds, working 3 days a week in the office, with flexibility to work remotely as needed

REPORTING TO

Senior Project Manager / Project Director

Life at First Event

For over 20 years, we've been one of the UK's leading event agencies, creating bold, unforgettable experiences around the world. If you're passionate about making moments that matter, you'll fit right in.



At First Event, we know our success is built on the people who make it happen. A strong strategy drives growth, but it's our team that brings the vision to life.

That's why, in 2021, we became an employee-owned company – securing our creative freedom, core values, and ensuring our future independence.

We believe every First Eventer should love what they do and be proud of the unforgettable moments they create. Our culture is all about fostering a fun, supportive environment where everyone can thrive.

Oh, and did we mention we're one of The Sunday Times' Best Places to Work?

We positively encourage applications from all individuals irrespective of age, disability, gender, identity, parental or marital status, race, religion and sexual orientation.

So you want to work at **First Event?** Good choice.

FIRST
EVENT



We quite like it here too. We promise you a warm welcome and some pretty cool perks along the way!

An exciting opportunity to work closely within our Event Operation team in planning and delivering exceptional events and delivering high quality customer service at every step of the way.

Within this role you'll get the chance to work on small to medium scale projects from conception to completion whilst supporting elements of larger projects to widen your skills and knowledge.

About the role:

- **Relationship Building:** Build strong, positive relationships with clients, suppliers, and internal team members—collaboration and communication are at the heart of this role.
- **Delegate Management:** Support the full delegate journey using Stova software, ensuring a seamless and professional experience from registration to post-event follow-up.
- **Logistics Coordination:** Assist with event logistics, including travel and registration arrangements, ensuring all details are efficiently managed and communicated.
- **Budget Support:** Help to maintain accurate event budgets by gathering and updating supplier costs.
- **Communication Preparation:** Collaborate with the project team to draft and distribute timely and informative communications to event delegates.
- **Supplier Liaison:** Work closely with venues and third-party suppliers to support all aspects of the delegate experience.
- **List Management:** Maintain accurate delegate lists and provide regular updates to the Project Manager to support effective planning and delivery.

How to apply: We are a friendly bunch who work hard whilst having loads of fun along the way! Please email a copy of your CV to people@firstevent.co.uk

- **Project Administration:** Create and maintain event timelines and task lists in Asana, following up with Project Managers to ensure information is current and complete. Take minutes from meetings as required.
- **Internal Collaboration:** Communicate effectively with both the project delivery team and Account Managers to keep everyone aligned on event progress.
- **Project Delivery:** Take ownership of smaller events or segments of larger projects, delivering them on time and within budget.
- **Multitasking:** Manage multiple assignments simultaneously while maintaining attention to detail and meeting deadlines.
- **Documentation:** Complete booking forms and keep all project documentation accurate and up to date.
- **Customer Service:** Provide outstanding support to clients and delegates, offering a "celebrity service" level of care and professionalism at every touchpoint.
- **Onsite Delivery & Client Interaction:** Support the delivery of events on-site as required and attend client meetings alongside the Client Manager when needed.

How to apply: We are a friendly bunch who work hard whilst having loads of fun along the way! Please email a copy of your CV to people@firstevent.co.uk

Personal Specifications

Attitude is everything. We love working with positive people who will bring a great energy to the role and the company.

Excellent communication skills written, verbal and listening.

Excellent attention to detail and process orientated.

Proficient with Microsoft and Google docs, sheets and slides.

Ability to multitask and juggle several responsibilities simultaneously.

How to apply: We are a friendly bunch who work hard whilst having loads of fun along the way! Please email a copy of your CV to people@firstevent.co.uk

Our Values

FIRST
EVENT



How to apply: We are a friendly bunch who work hard whilst having loads of fun along the way! Please email a copy of your CV to people@firstevent.co.uk

Benefits at First Event

FIRST
EVENT

Unlimited holidays

Healthcare scheme, you can claim back on things like dental costs, physiotherapy and massages as well as have access to a 24/7 GP helpline.

Recruitment referral bonus

Enhanced pension and salary sacrifice

EOT Bonus Scheme

Discounts (Sovereign Perks)

Access to a wide range of learning and development opportunities.

Complete flexible working

Salary Sacrifice car scheme

Family friendly policies providing enhanced maternity & adoption pay

Annual social events



Wellbeing – employee assistance programme and gym discounts

Free parking with free EV charging