



FIRST  
EVENT

# Senior Project Manager

**SALARY**

£37,000 - £43,000

**CONTRACT**

Full-time, permanent

**BENEFITS**

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

**LOCATION**

Based in North Leeds, with the flexibility to work remotely or in a way that works best for you.

**REPORTING TO**

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.

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

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

## About the role:

- 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 3rd 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 3rd party supplier contracts.
- Act as the central point of contact for the full event delivery, hosting weekly/bi-weekly client 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 3rd party suppliers and internal departments, and negotiating to get the best deals for our clients.
- Lead on RFP's and new tenders for events.

**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](mailto:people@firstevent.co.uk)



- Support the Client Development Director 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.
- 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.

## Digital and AI Literacy:

- You will be expected to lead by example in the adoption of project management and collaboration platforms (e.g. Asana, Paprika, Salesforce), supporting team proficiency and ensuring consistency in usage across the board.
- A working understanding of how AI tools and automation can support event planning, reporting, content development, and team coordination is essential. You'll be encouraged to explore and apply relevant AI technologies responsibly, while maintaining a strong human-centred approach.
- You'll ensure that any AI-generated outputs used in proposals, reporting, or communication are critically reviewed and aligned with our tone, values, and accuracy standards.
- As a mentor and line manager, you'll play a key role in supporting the digital development of your team, helping them to navigate and adopt new tools confidently and ethically.

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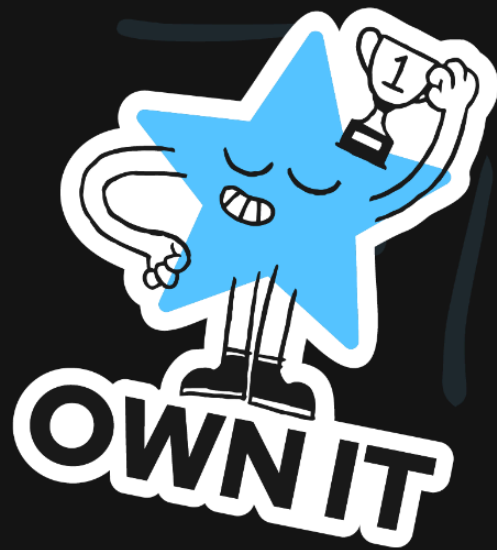


# Personal Specifications

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.
Strategic and detail-oriented in project execution	Proven track record of delivering against revenue targets.
Experience of leading a team as a supportive, inspiring, and committed team-leader.	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.

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# Our Values



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# Benefits at 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**