

The Landmark Trust

JOB DESCRIPTION

Job title	Events Manager
Reports to	Development Manager – Individuals, Patrons and Legacies
Reports	None
Liaison with	Marketing and Development team, Director, Trustees, Building team and other Landmark staff as required.
Basis of role	Full time
Salary	£22,000 - £25,000 based on skills

Summary of role

The Events Manager will manage and co-ordinate all the various aspects of Landmark's fundraising events from suggesting and planning suitable events to the delivery of each event to the high standard expected.

The post-holder will be self-sufficient, extremely well-organised and comfortable juggling several events, with tight deadlines, simultaneously. The role will involve diverse tasks including strategic event thinking, planning and timetabling, budgeting, as well as the every-day administrative responsibilities such as preparing and sending out invitations, co-ordinating reply lists, producing and printing display and handout materials, and preparing and distributing briefing instructions.

There is an ambitious programme of events already planned so it is essential that the post-holder is dynamic, flexible and will need a hands-on approach to their role. You should be prepared to attend events around the country, sometimes spending time away from home, and be comfortable with the range of tasks you will be required to undertake. This could be: making a cup of tea out of the boot of a car; attending an evening canapé reception where you will be expected to engage with a number of our key donors, to masterminding a small lunch at one of the Landmark buildings.

The role is within the Marketing & Development team of 11 which is responsible for fundraising to support Landmark's work as a leading building conservation charity and promoting Landmark as a specialist for holidays in historic buildings.

This is an ideal opportunity for an experienced events co-ordinator who has empathy with Landmark's work as a charity rescuing historic buildings. You will perform a key role within a motivated and friendly team.

Duties and responsibilities

Events

1. To devise and recommend an annual programme of events and budget to support the fundraising strategy in consultation with relevant Development Managers/Officers.

2. To produce and project manage an events strategy for each individual event within the agreed events programme in co-ordination with the relevant Development Manager.
3. To make recommendations for a rolling three year budget plan for all fundraising events, whilst also ensuring all payments are recorded accurately and within the budget set.
4. Where necessary undertake site visits to assist in the recommendation and planning for specific events.
5. To implement systems to ensure relevant Trustees and staff are kept informed about appropriate events in a regular and timely manner.
6. To research and record the dates of external events, which may influence future plans for Landmark events.
7. To co-ordinate guest lists, producing and sending invitations and maintaining accurate attendee lists, liaising with the relevant Development Managers and Researcher as required.
8. To produce all event materials required, including name badges, registration lists, information packs, signage, etc. to the high standards set by the Landmark Trust.
9. To organise catering and any equipment required, including where needed, the purchasing and setting up of refreshments for the event.
10. To co-ordinate arrangements with the external venue or internal Landmark venue staff e.g. building and booking office staff and Trustees, to ensure the smooth running of the event.
11. To brief Landmark attendees in advance and attend events as required to ensure their effectiveness and smooth running.
12. To evaluate each event against the event's objectives working in consultation with the relevant Development Manager by keeping relevant records of all events.
13. In liaison with the Development Administrator ensure all event attendance is updated on the database in a timely manner
14. To ensure all relevant paperwork and files are up to date and accurate.
15. Where appropriate to liaise with relevant staff to ensure they are fully informed of recent activities and have access to all the information they require.

General

1. To undertake any other duties as may be reasonably required to support the Marketing & Development Department.
2. To conduct all activities in a manner that promotes and enhances Landmark's character and reputation.

Person specification

	Essential	Desirable
Qualifications	Driving licence	Graduate
Knowledge	IT literate and proficient in MS Office, including Word, Excel, Access, and Internet and email.	Knowledge or interest in architecture, design, history, art or the built environment
	Previous event management or organisation.	
	An understanding of the principles at least one of fundraising, marketing or public relations.	
Experience	Experience of planning and running high quality small and large scale marketing or fundraising events. It is unlikely that sufficient experience could have been gained in less than two years.	Experience of working in a charity.
Competencies and skills	Self-motivated with the ability to progress several tasks simultaneously and maintain time scales, including when working under pressure.	Keen to develop a career in charity marketing and/or fundraising.
	Ability to communicate effectively in writing and orally in both formal and informal situations.	
	Excellent organisational and project management skills.	
	Meticulous attention to detail and the ability to plan and prioritise.	
	Accurate touch typing and good document presentation skills.	
	Ability to work both alone and as part of a team.	
	Comfortable with change and with a willingness to learn.	
	Empathy with and commitment to the work of the Landmark Trust.	
	Ability to attend events around the UK, including at evenings and weekends.	

Summary of Terms and Conditions

HOLIDAYS

The holiday entitlement is 25 days per annum plus statutory holidays. This increases in stages to 30 days after 10 years' service. The holiday year runs from 1 January to 31 December.

SICKNESS PAY

During the first three months of employment or the probationary period (whichever is the longer) you will only be paid your entitlement to SSP. After this period you will be paid your salary during any absence up to 20 days in any rolling 12 month period. Where absence exceeds seven consecutive days and in certain other circumstances, a doctor's certificate will be required.

PENSION SCHEME

There is a non contributory pension scheme which you may join when you have been with Landmark for a year. Landmark also operates a stakeholder pension arrangement, currently with Norwich Union, which you may join after completion of three months' service and contributions will be deducted from your salary and paid to the insurer.

MEDICAL HEALTH

Private health insurance, currently with BUPA, will be provided when you have been with Landmark for a year.

SALARY

The salary is in the region of £22,000 to £25,000 per annum, depending on qualifications and skills, paid monthly in arrears.

EXPENSES

Employees will be reimbursed for reasonable expenses incurred on behalf of the organisation.

NOTICE

The appointment is subject to satisfactory completion of an initial six months probationary period, though this period may be extended if more time is needed to assess suitability for employment. During this period the post will be subject to a week's notice on either side. A minimum of three months' notice in writing on either side applies after the end of the probationary period.

RETIREMENT

Normal retirement age is 65. Extension beyond this age may sometimes be granted at Landmark's discretion.

OFFICE SMOKING POLICY

No smoking is permitted in the offices at Shottesbrooke.

HEALTH AND SAFETY

All staff are expected to observe all health and safety at work regulations as set out by Landmark or in accordance with statutory requirements.

CONTRACT

The successful applicant will be required to sign Landmark's Contract of Employment.

The purpose of this information is solely to help prospective employees to understand the conditions of Landmark's Conditions of Employment. It is not an offer of employment and does not form part of the Contract of Employment or the Job Description.