

Job role profile

Job title:	Events Organiser
Grade:	5
Directorate:	Member Services
Reports to:	Events Manager
Location:	London/Bristol - flexible working arrangement can be agreed with the line manager

Purpose of the job role

The National Housing Federation is committed to supporting its' member's businesses and to maintain our reputation as the leading voice in housing. Reporting to the events manager you will play a key role in planning and delivering a profitable programme of national events.

You will use your excellent organisational skills and creativity to plan events that deliver on the NHF's income targets and support the wider organisational strategy.

You will work with the events manager in the event operations team to maintain quality standards and continuously make improvements that meet the needs of our members and stand out in a crowded market.

An ability to work autonomously as well as in collaboration with teams from across the organisation and external stakeholders is key to this role's success.

Key responsibilities and duties:

- Deliver operational project plans for a portfolio of events from concept to completion in line with operational standards.
- Have ownership of project based budgets, including cost control and monitoring risk. Working with the events manager to accurately forecast monthly revenue.

- Working autonomously to source, negotiate, contract and manage relationships for event related products and services, including venues, AV, branding.
- Lead on the delivery of event apps, digital event experiences and technology to ensure the best delegate experience, brand representation and data gathering.
- In collaboration with the conference producers, deliver a flawless speaker and stakeholder experience.
- Support the events manager in developing and continuously improving event processes that enable consistent and high level event delivery across the team, ensuring we're meeting our member's needs.
- To ensure all content and branding is kept up to date on the NHF's event website and microsites, in collaboration with the marketing, sponsorship and events teams.
- To design and create conference collateral for both in-person and digital elements of events.
- Lead on event activities including staff, chair and speaker briefings, networking activities, venue and catering offer and technical event production.
- Lead on allocated event health and safety requirements.
- Track KPI's and analyse and report against event performance to feed into the event planning process and make recommendations for continuous improvements.
- Ad hoc duties as allocated by the events manager.

Commitment to equality diversity and inclusion

Equality, diversity and inclusion (EDI) are core values at the NHF, and all employees are expected demonstrate their commitment in line with our EDI strategy Who we are. We are passionate about building and sustaining an inclusive and equitable working and learning environment for all staff. We believe every member on our team enriches our diversity by exposing us to a broad range of ways to understand and engage with others, identify challenges, and to discover, design and deliver solutions.

Health and safety

All staff at the NHF are responsible for strict compliance with our Health and safety policies and procedures. All employees are responsible for highlighting concerns

regarding health and safety so that suitable action can be taken to rectify the situation.

Person specification

Job requirements	Essential criteria	Desirable criteria
Qualifications and training:	Comfortable using Office suite applications including Word, Excel and Outlook	Familiar with Adobe applications including InDesign
Experience:	- Experience of organising conferences from an operational perspective - Experience of managing project based budgets - Experience of procuring event products and services and manage those relationships to meet our quality standards	- Familiar with live streaming technology and platforms including Zoom Webinar. - Familiar with event apps including Cvent and Swapcard - Event health and safety - Delivering commercial events
Knowledge:	Understanding of delivering in-person and online memorable experiences.	Knowledge of the social housing sector
Skills and abilities:	- Excellent communication and negotiation skills - Excellent attention to detail - Consults with colleagues throughout the NHF as appropriate. - Recognises patterns and trends in data to inform	

	decisions, solutions and plans. • Effectively plans how to achieve short and long-term objectives. • Applies excellent planning skills to draw up realistic milestones and calendarised activity for own projects. • Makes contingency plans to allow for unforeseen obstacles to progress. • Copes effectively with the changing requirements of their work portfolio. • Ensures that work and projects are evaluated after completion.	
Additional requirements of the job role	Ability to work overtime and flexible hours including occasional overnight stays, early mornings and late evenings as required	