

About the Association of Colleges

At the heart of every community should be a strong and successful college, supporting students, delivering skills, transforming communities, promoting social justice, working with employers, and growing the economy.

Association of Colleges is the national voice for further education, sixth form, tertiary and specialist colleges in England. We are a not-for-profit membership organisation established by colleges, for colleges. Our members make up almost 95% of the sector - transforming 2.2 million lives each year.

Acting as the collective voice, we represent and promote the interests of colleges, and provide our members with high-quality professional support services, including training, events and recruitment.

The AoC group also includes: **AoC Services** - supporting all colleges to be great colleges by delivering high quality and cost-effective further education events, training and development, executive recruitment, interim management and strategic consultancy services; **AoC Sport** - leading the development of sport and physical activity in 16+ education; and **AoC Charitable Trust** - promoting the very best in FE with some of the biggest and most respected awards in education, including the AoC Beacon Awards, FE Hall of Fame and Student of the Year.

JOB DESCRIPTION

Job title: Events Manager (TVPD)

Job Purpose: To plan, coordinate and deliver high-quality, effective Technical and Vocational Professional Development (TVPD) programme events across a range of formats, including online network meetings and webinars as well as in-person meetings and events.

Working closely with Advisors and others across the TVPD programme delivery team, this role will ensure events support programme objectives, stakeholder engagement and alignment to the wider programme KPIs and reporting requirements.

Department / Directorate	Projects
Business Unit	AoC
Reports To	Senior Project Manager (Strands 3 and 4)
Role Level	Professional/Specialist level
Contract Type	Permanent, full-time 37.5 hours/week

Location	<i>London Office Hybrid:</i> the role will work in a hybrid way blending working time between the office base in London and remote working from home. Weekly office attendance is expected for London-Hybrid roles, as well as ad-hoc attendance as required to meet business needs. This role also involves occasional travel within the UK to attend/coordinate on-site meetings and events, for example.
People Management	None
Monetary and Risk Responsibility	Budget: responsible for managing event budgets up to c. £50k Risk Management: Negotiate to minimise risk on supplier contracts and monitor and mitigate financial risk throughout the lifecycle of each event. Onsite health and safety risk assessment and management for all venues
External Key Contacts	Post-16 education providers, sector speakers, government agencies, suppliers, TVE Hubs & networks chairs
Internal Key Contacts	TVPD programme delivery team, central AoC events team

Key Accountabilities & Responsibilities

1. Work closely with internal and external stakeholders to plan and deliver high-quality, effective digital and in-person network meetings, events and webinars.
2. Execute the end-to-end management of events and network activity, including planning, scheduling, logistics, delivery models, digital platforms, on-the-day delivery and post-event follow-up and evaluation.
3. Create, develop and maintain appropriate systems and processes to ensure the successful event delivery for the TVPD programme, in alignment with the wider AoC events team delivery.
4. Ensure consistency of high-quality delivery and effective output across all event activity to support programme objectives using quality assurance processes.
5. Provide creative input to inform design of different event formats including online, hybrid and physical in-person events, using interactive technology where appropriate.
6. Manage event budgets including forecasting and ensuring delivery within budget(s).
7. Support TVPD team colleagues to source and invite appropriate speakers and facilitators and manage associated relationships. Lead on providing speaker/facilitator briefings to ensure they are well prepared and delivery is interactive and engaging in all formats.

8. Source suppliers including negotiation, liaison and contract management including but not limited to, venues, print and design and catering suppliers.
9. Utilise online registration software to manage delegate bookings and take appropriate action where necessary.
10. Manage onsite events requiring travel within the UK and overnight stays.
11. Conduct post-event review and evaluation, capturing learning, identifying improvements and feeding insights into TVPD programme development and future delivery.
12. Support the Head of Programme (TVPD) and team of Senior Project Managers by providing accurate information on event delivery, risks, dependencies and performance.
13. Work with the Marketing and Communications Officer (TVPD) to support the planning and implementation of marketing and communications activity regarding TVPD events, conferences, campaigns and engagement activity.
14. Any other duties reasonably required by the line manager, consistent with the nature, level, and responsibilities of the role.

PERSON SPECIFICATION

The following details the essential criteria for the role and how these will be assessed/measured during the recruitment process. Key: A = Application; I = Interview; T = Test

Education/ Qualifications/ Professional Bodies	Assessment
Proficiency in written English, typically evidenced by GCSE English (grade C/4 or above), or English Functional Skills Level 2, or equivalent qualification(s)	A
Strong numeracy skills typically evidenced by GCSE Maths (grade C/4 or above), or Maths Functional Skills Level 2, or equivalent	A
A relevant qualification in events management is useful but not essential (<i>sponsorship of professional qualifications is available as part of AoC benefits package</i>)	A
Knowledge, skills, ability and experience	
Relevant experience of managing events effectively from planning through to delivery.	A / I
Demonstrable skills of working effectively with a range of stakeholders.	A / I
Experience of using online learning platforms, able to learn and use new systems (AoC uses Moodle learning).	A / I

Excellent customer service skills: enjoys liaising with customers and has an excellent, professional manner during telephone, online and email communications.	A / I
Strong verbal communication skills: friendly, helpful and authoritative while exercising diplomacy when dealing with people.	I
Strong written communication skills: writes accurately, able to adapt writing style to suit document/audience	A
Strong financial skills, able to create and manage budgets and analyse financial data.	A / T
Demonstrates initiative and a proactive approach	I
Calm under pressure, able to manage a high volume of events simultaneously.	I
Highly self-motivated: able to work effectively remotely and independently without close supervision, as well as part of a team	I
Strong attention to detail and high levels of accuracy in their work	A / I
Computer confident, good skills and knowledge of Microsoft Word, Outlook, Excel, SharePoint, Teams and PowerPoint, and the use of online events and/or registration software.	A / T
Demonstrates respect for equality and diversity and works to actively promote an inclusive work environment and good working relationships among colleagues.	A / I
Demonstrates an interest in further education.	A / I

Acknowledgement

This job description has been designed to indicate the general nature and level of the work performance by employees within this post. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications / experience required by employees assigned to the role. These may be subject to future amendments following appropriate consultation.



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