

BUFDG Events Manager

Job Description

0.6 – 0.8 FTE

We are...

BUFDG - the representative membership body supporting higher education finance staff in the UK. Our members are the Directors of Finance and Chief Financial Officers (and their staff) of almost all UK higher education institutions. BUFDG is one of the higher education (H E) associations within the non-profit making company, Professional H E Services Ltd (PHES). We provide support, networking opportunities, and professional development to our members, helping them to excel in their roles and contribute to the success of their institutions.

We are looking for...

A part-time **Events Manager** who can organise large and small events, online and in-person, with flair and reliability.

The postholder will organise in-person events and conferences, including sourcing venues, using our system to set up booking pages, taking bookings and payments, and liaising with supporters/sponsors, as well as arranging online conferences, and creating materials and post event evaluations for BUFDG, while supporting the wider PHES organisation where appropriate.

The postholder reports to the BUFDG Head of Operations and Engagement, but will work with all other members of the team when delivering events. This role has no line management responsibilities but will work closely with the Support Officer and the Learning and Development Manager, and help with smaller online events, if required. You will interact with various stakeholders, and be the lead contact for contracts, venue staff, and conference teams at host venues and universities. The role requires your strategic input and decision making into how the events should be run.

This role will be home based but will include some UK travel, including conferences, monthly BUFDG team meetings in London or Loughborough, twice-yearly PHES meetings in the Loughborough area, and occasional overnight stays.

You will support the BUFDG team and the H E finance community by...

Providing **excellent event organisation, preparation and management**, juggling several events at once, and using your events experience and expertise to assist team members who are putting events on.

So you will need to...

- Have proven event management experience, particularly for conferences and in-person events;
- Display excellent organisational skills, to lead on your events, prioritise your workload and manage stakeholders;
- Organise and manage member-focused events on a national scale, managing several events at the same time;
- Be quick at adapting to changing situations and problem solving;
- Support and advise the BUFDG team on the practical issues for events they wish to hold;
- Be the logistics lead for in-person events and in-person meetings as well as our major online conferences;
- Assist the BUFDG Support Officer with some of our smaller online events, meetings and webinars;

- Identify and secure venues and occasionally speakers for events;
- Use our in-house system to set up events and manage bookings;
- Liaise with and support any event supporters/sponsors;
- Record and keep a close eye on event budgets;
- Contribute to the success and continual improvement of our learning and development programme, using data where appropriate;
- Deal with membership enquiries via phone and email;
- Be able to delegate to the BUFDG Support Officer, if available, during busier periods;
- Assist with some tasks unrelated to events such as creation or upkeep of certain webpages;
- Implement and maintain efficient office systems and procedures and management of records;
- Work with the BUFDG Head of Operations and Engagement, the PHES IT support team, the PHES Operations Officer, the BUFDG Support Officer, and the wider BUFDG team to review existing online event management tasks and processes and improve efficiency of these processes.

You need to be....

Someone who can **communicate and engage with members** and **manage stakeholders** to **gather insight** which will inform the development of member focused events.

Because you will need to:

- Engage with members at appropriate points, obtain feedback to help enhance value of membership, whilst capturing valuable management information;
- Seek opportunities to promote our associations and engage in networking opportunities;
- Utilise the database behind our website to learn about member behaviours, and what they see as value;
- Display exceptional interpersonal and relationship management skills;
- Update and maintain the events pages of our website;
- Provide information and guidance to members and enquirers by telephone and email.

A driven dynamic, member-focused, people person. Someone who is skilled at **managing events and event finances**, and sourcing venues and occasionally speakers. You must have **strategic decision-making skills** to be able to own some events in their entirety, or work with other team members on events.

Because you will need to...

- Be confident and able to work independently, as well as driven, self-motivated, and responsive;
- Have extensive working knowledge of standard office IT products, including using Word, Excel, MS Teams and email on a daily basis;
- Have a positive, persuasive and diplomatic manner. Although an inclusive and conciliatory manner is needed to work in a diverse membership organisation and a small team, the post-holder must have the strength of character and skill to confront under-performance of venues, suppliers or project participants at an early stage and in a constructive manner;
- Conduct your work with sustainable principles, and understand economic pressures occurring in the H E sector.

A great **team player** who is happy working in a **small team** and willing to share ideas. But you will also need to be a self-starter to get the job done.

Because you will need to:

- Have a flexible approach to teamwork - on occasions, there will be a need to work outside normal office hours, for example when organising or attending conferences/events;
- Support colleagues within other PHES organisations as required;
- Work closely with the Learning and Development Manager to keep the BUFDG events programme fresh and relevant for members, and with the Support Officer on online events;
- Have a friendly, open, and supportive manner towards other team members;
- Display excellent organisational skills, and juggle multiple events held on a variety of event platforms/at a variety of venues;
- Produce work to a professional standard and with attention to detail;
- Commit to always observing the organisation's Equity, Diversity and Inclusion Policy;
- Have a willingness to undertake further training.

You must also...

- Be educated to A-level or equivalent qualification or experience;
- Have prior experience of successful in-person event management;
- Have experience of working with online events, large and small.

You may also have...

- Experience of using MS Teams, Zoom, and Ring Central (Hopin) webinar/event platforms;
- A degree;
- A project management qualification;
- Experience of working in an educational field;
- Experience of working in a membership organisation.

We will offer...

- A **part-time position** between 0.6 and 0.8 FTE.
- A competitive salary at **Grade 7 (£36,130 - £45,413 pro-rata)** dependent on qualifications and experience. We benchmark our salaries to university grading structures.
- A defined contribution pension scheme with **7.5% employee and 16% employer contribution rates**, together with life insurance.
- **30 days' holiday plus bank holidays (pro rata)** and discretionary days' office closure.
- Support for **CPD** and appropriate training.
- This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or the level of responsibility entailed.