

# JOB PROFILE

## International Events Manager

---



Hours per week:	37.5
Reporting Accountability:	Head of London Office Corporate Communications
Salary Banding:	£31,525 - £43,269 per annum

The International Events Manager is responsible for ensuring the professional and cost-efficient delivery of internal and WANO-hosted corporate events in collaboration with the WANO Regional Centres.

The International Event Manager's prime responsibilities are to ensure the smooth running of the project, delivery of the event products and that the required products/reports are produced within the specified tolerances of time, cost, quality, scope, benefits and risk.

The International Event Manager is part of the Corporate Communications team and works closely with the Senior International Events Manager. They also support the Senior International Events Manager with any event branding and marketing tasks when required.

They are accountable to the various event project boards/event leads and have the authority to run the project/event by developing management documentation and reports, within the constraints laid down by the project/event board, the Head of London Office Corporate Communications or the Corporate Communications Director.

### **Main Responsibilities**

---

#### **Project Management**

- Support/prepare baseline event management products, including project/event brief, project initiation document (PID) and its components, and project stage plans/exception plans and their product descriptions.
- Support/prepare reports including highlights report, issue reports, end stage reports, exception reports and the end project report.
- Tailor the PRINCE2 method to suit the project/event situation, documenting this as appropriate in the PID.
- Maintain records including the issue register, risk register and lessons learnt log.
- Manage the information flows between the directing and delivering levels of the project.
- Advise the project board of any deviations from the plan.
- Unless appointed to another person, perform the project support function.

#### **Event Logistics Management**

- Manage registrations, mailing lists and attendee tracking, when using internal systems.
- Support in the selection of venues for events including conducting site visits and evaluations.
- Support in the selection of restaurants, chefs or catering companies.

- Support logistics for excursions and plant visits.
- Manage and negotiate venue and hotel contracts.
- Liaise with external suppliers, ensuring delivery of services to brief.
- Work with Communications colleagues to support agendas, letters of invitation, presentations and all other event materials and correspondence, ensuring distribution to relevant parties and shipping of materials, where required.
- Manage and co-ordinate speakers, interpreters, vendors and participants; including organising speaker rehearsals and interpreter briefings.
- Review post-event evaluations and create feedback reports.
- Manage event budget sheets.

### **Event Brand and Marketing**

- Support the Senior International Events Manager with all event branding and marketing tasks as and when required.

### **Virtual Events Management**

- Adjust general event management planning and project management materials according to virtual event needs.
- Assess the virtual platform needs for each online event by using the WANO virtual event matrix.
- Manage all of the extra preparation and support meetings required for I.S support, platform support, moderator, speaker and interpretation support.
- Support AV and production needs as and when needed.

## **Personal Characteristics**

---

### **Essential**

- Excellent inter-personal (relationship) skills with a proven ability to communicate with peers at all levels.
- A proven ability to work effectively with people from different international cultures and backgrounds.
- A strong commitment to WANO's mission.
- High level of customer service, interpersonal, and follow-up skills.
- Conscientious with a focus on accuracy and attention to detail.
- Proactive and flexible approach to completing tasks.
- Willingness to learn/develop new skills.
- Ability to self-manage, organise, and prioritise tasks and work under pressure.

- A strong commitment to WANO's mission and the ability to successfully demonstrate the WANO London Office Behaviours (see Annex at page 4).

## Qualifications

---

### Essential

- Excellent command of the English language, both verbally and written. As a minimum, certified English skills at C1 level of the Common European Framework of Reference for Languages (or equivalent) are required.

### Desirable

- Bachelor's degree or equivalent
- Experience with virtual events
- Event Management Diploma or equivalent
- PRINCE2 project management qualification
- Holds Microsoft Office Specialist certifications

## Experience

---

### Essential

- Demonstrable experience in managing international events.
- Demonstrable experience in managing multiple projects to achieve the desired outcomes.
- Experience with contract negotiations.
- Proficient in Microsoft packages and an ability to work with databases.

### Desirable

- Experience with document formatting.

## Development Opportunities

---

After demonstrating a solid ability to deliver the role of an International Events Manager there are a number of development opportunities available to you such as Senior International Events Manager or international secondments to WANO's regional centres to develop local market knowledge and experience.

### Annex: WANO London Office Behaviours

