Events Manager

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| **Budget:** | \*\*\*\*\*\* | **Function:** | Events |
| **Line Manager:** | Head of Events | **Direct Reports:** | Senior Events Executive(s) |
| **Our Vision** | | | |
| Improving access to healthcare for all in the UK to:   * Lead your best life * Prevent you from getting a disease you’re at risk of * Access the best in care (digital where possible, physical where necessary) * Manage your long-term condition | | | |
| **Your Role** | | | |
| The Events Manager, reporting to the Head of Events will be respected and trusted in providing expert advice, industry knowledge and the delivery of outstanding standard and value events.  The role holder will demonstrate clarity on priorities while role modelling our leadership expectations, empowerment and development of the wider Events Team. Nurturing a team who are customer focused to implement, promote and deliver true ROI internal and external events and where collaboration is encouraged to share ideas and embraced challenge and change. Responsible for horizon scanning the market for the new and upcoming industry trends to drive the benchmark for outstanding both internal and external events. To be the driver of creation and implementation of new events for both Denplan and Corporate clients as well as internal stakeholders. | | | |
| **Your Responsibilities & Accountabilities:** | | | |
| * Demonstrate clarity on priorities while role modelling our leadership expectations, the empowerment and development of the Events Team aligning to the business OKRs. * Sole accountability for the day-to-day management of the Events Programme and be empowered to challenge rationale behind an event and ROI. Budgets for all Group events determined with clear outcomes and objectives defined. * Advanced knowledge and system specialist of the Events Management System, Cvent, for use across the business internally and externally. * Ensuring all verifiable CPD events are compliant, accurately recorded and delivered to the GDC and BDIA accreditation standard. Managing reputational risk associated with working with regulated businesses. * Integral to the development of a successful strategy working collaboratively with the Head of Events. * Deputy to the Head of Events during periods of absence where appropriate. * Implementing and extending a showcase of events both online and face to face through creative project management, budgetary ownership and current trends. * Build positive relationships from networking opportunities and strategic conversations internally and externally while leading the team to success. * Keeping up to date on industry market trends and horizon scanning so to create new and enhanced events. * Collaborative, effective and efficient internal and external key Stakeholder management. * Ensure all Senior and Events Executives adhere to all policies, procedures and determined SLAs, driving best practice and efficient ways of working. * Demonstrate and lead with industry best practice and training where needed for all members of the Events Team. * Regular audit of events and feedback to challenge ways of working and outline improvements. * Ensuring the Events Team website and Portal is aligned to the current Simplyhealth digital strategy and branding * Ensure that all team members work in a safe manner and remain up to date and comply with the Health & Safety policy statement and procedures and any incidents are correctly and thoroughly reported. * Ensuring all events have a sustainable and B-Corp focus, wherever possible limiting the effect on the environment. | | | |

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| **Key Connections:** |
| * Sales Teams and Heads of Areas * Marketing team * Executive Committee * External key contacts * Key external clients |
| **Key Experience:** |
| * Demonstrable leadership skills and the management of a team * Extensive experience of working in an Events role * Proven ability to performance manage to drive change and improvements through best practice and innovation * Knowledge of Cvent Management System * Advanced knowledge and understanding of audio-visual equipment * Experience of working in a regulated business is highly desirable * Strong interpersonal and commercial skills * Excellent literacy and numeracy skills * Knowledge of IT systems and apps * Understanding of the dental and corporate market is highly desirable * Full driving licence, essential |
| **Our Values** |
| Health and access to healthcare have never been more important. With this comes endless exciting possibilities for innovation and growth. The market is evolving quickly, so we need to ensure our customers have access to the leading-edge health solutions they expect and deserve, now and for generations to come.  **We’re living in extraordinary times…**    By reinventing ourselves, we will reach more customers, giving them increased access to affordable healthcare and unlocking our growth potential. This next chapter is about transformational change for us.  **This is our time to survive, drive and thrive…**  This is our chance to get ahead and stay ahead. We will ensure our commercial success by moving into new areas of healthcare, and leading with preventative, breakthrough solutions. We will use innovative digital tools, embracing technology to create new partnerships and opportunities. We are passionate about helping every generation lead better lives and get the care they need in real time.  To make this a reality, we need to challenge our ways of working, whilst keeping the customer at the heart of everything we do. To *really* make a difference, it’ll take every single one of us across Simplyhealth to step up.  **Our cultural movement...**  To act with **courage and curiosity**, so we can unlock the opportunities to help customers, colleagues and communities. To operate with **trust and kindness**, working alongside customers, delivering what they need to live their best lives, as well as supporting colleagues as they strive to be their best. Spotlight our passion for **All together healthier**, focusing on self-care and nurturing relationships. We must ensure we are a strong team - one that’s able to build healthier lives for all. We each have an important role to play in this next chapter. Everyone has the freedom to innovate and make a difference for our customers. We need to act at pace and take on newer, braver, creative approaches. We shouldn’t be afraid to fail fast and learn quickly. By being curious and continually pushing ourselves and each other, we will find new and better ways. |
| **Our Behaviours** |
| |  |  |  | | --- | --- | --- | | Courage and Curiosity | Trust and Kindness | All Together Healthier | | ***So we deliver profits for a purpose*** | ***Because our customers, colleagues and communities are at the heart of what we do*** | ***Enabling better health outcomes together*** | | * We make bold decisions and take considered risks, with customer and commerciality front of mind. * We make things happen and keep things simple. * We always take the initiative and hold ourselves accountable for the delivery of great results. * We ask questions and listen intently as every viewpoint and capability counts, and we have the courage to be honest and say what we think. | * We invest in relationships to build trust and rapport. * We listen carefully always trying to find ways to add value. * We treat each other with care, compassion and kindness, celebrating and embracing differences. * We strive to make a difference in society, unlocking opportunities for those in need. | * We help every generation take control of their health. * We start with self-care so we can show up at our best, every day. * We are full of energy and pride in what we do. We focus on self-development to learn and grow, so we can stay up to date and add value. * We innovate and collaborate on our best ideas. Together, we can drive the changes that are needed to help our business grow, and help our customers live their best lives. | |
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| * **We have a ‘smart working’ policy with flexible remote working. However, there may be a requirement to attend meetings at our Hampshire head office in line with government guidelines.** * Some UK travel & overnight stays. * Reasonable role and task flexibility expected given the seniority of the role. * May be required to lead other business activities or projects in other parts of the Simplyhealth Group. |