**EVENTS MANAGER**

**About Walpole**

Walpole is a unique alliance of over 200 of Britain’s finest luxury brands, including Burberry, Alexander McQueen, Rolls-Royce, Boodles, Harrods and Jimmy Choo. Walpole promotes, protects and develops the unique qualities of UK luxury: the long tradition, rich heritage, superior craftsmanship, innovation, design, style, and impeccable service at the heart of the industry – currently worth over £32 billion to the UK economy and a leading creator of jobs.

Walpole stages over 50 member events a year, ranging from full-day thought leadership seminars and intimate, experiential experiences, to small networking breakfasts, high-level cocktail parties, and formal high-level dinners. Walpole also hosts the annual British Luxury Awards, which is attended by the UK’s best-known luxury leaders and personalities.

**The role**

Walpole’s Events Manager is responsible for managing and executing the majority of Walpole’s events. The role involves event production, developing appropriate guest lists, managing budgets, liaising with venues and speakers, and looking after all associated administration.

The ideal candidate will be able to demonstrate an understanding of and a passion for, the luxury sector, and experience in event management.

Working closely with Walpole’s Communications and Content team on marketing the events, and with other members of the team on identifying attendees and sourcing speakers, candidates should also have strong teamwork and communication skills.

**Responsibilities**

* Plan, manage and execute the annual calendar of events including dinners, lunches, receptions, seminars, breakfast briefings, report launches and the annual awards
* Support colleagues with the preparation of invitations and publicity materials
* Oversee all aspects of event management, logistics, external suppliers, communications and guestlists : liaising with event venues, event sponsors, external suppliers, guests and other stakeholders.
* Manage on-the-day setup and running of the event, assisting with facilitating member introductions where appropriate
* Manage RSVPs and curate guestlists where appropriate
* Work with the Head of Membership to identify opportunities for relevant event content and innovative event spaces from within the membership
* Assist the senior team with sourcing, approaching and briefing speakers
* Coordinate speaker and VIP guests’ requirements
* Draw up and manage events budgets, including forecasting costs and budget reconciliation
* Responsibility for maintaining & negotiating venue barter agreements
* Update the CRM system and assist the Walpole Comms team on updating event webpages
* Assist the Walpole team with sourcing prospective members
* Post-event reporting and feedback gathering

# Experience

# Essential

# 3+ years’ event management experience

# Experience in managing event budgets

* Knowledge of Microsoft Office Suite (Excel, PowerPoint, Word) and Google Sheets

# Desirable

* Previous experience working for a membership organisation
* Previous experience working for a luxury brand
* Knowledge of social media, Mailchimp, SurveyMonkey and Eventbrite

# About you

* Organised, time-oriented, and able to work with and manage schedules and deadlines
* Confident in building relationships with senior figures up to Board level
* Strong communications skills, both written and verbal
* Accurate with a meticulous attention to detail
* Flexible, able to think quickly and solve problems in a calm and considered manner
* Strong team player to work in a small, hardworking team
* Good knowledge of the luxury sector and commitment to keeping abreast of issues relevant to Walpole and its members

**Start date:** As soon as possible

**Reporting to:** CEO

**Salary:** Dependent on experience

**Other**: Whilst usual office hours are 9.30 to 5.30, the role requires candidates to be able to manage both breakfast and evening events.

If you are interested in applying for this role, please send your CV and a short covering letter to [rosie.mason@thewalpole.co.uk](mailto:rosie.mason@thewalpole.co.uk)