

# Events & Engagement: Company Lead - Job Description



## WHO ARE WE?

**always possible** is an energetic development company who use facilitation, design, problem-solving, expert mentoring, storytelling and research to help people shape the future. We help ambitious and progressive businesses to thrive and we support social change through public service design. We help 21<sup>st</sup> century leaders to ask and answer critical questions about who they want to be, what growth looks like, where change is coming from and how to build prosperous communities.

We are a friendly collection of specialist thinkers and do-ers whose technical and human-to-human expertise creates the conditions for sustainable and informed decision-making. Our events are renowned for being useful, practical and enjoyable.

Our clients range from tech entrepreneurs, charities, traditional industry and education networks to arts organisations, local government, transport hubs and festivals. The core team of nine staff is supported by a creative army of freelance associates with specialisms including commerce, marketing, social policy, education, creative thinking, evaluation, public engagement, tech and business growth.

## WHO ARE YOU?

We are delivering and developing some big projects in collaboration with forward-thinking clients across the UK. We have the need for an extraordinary events manager, user experience enthusiast and brilliant human being to join us.

We don't care what school you went to, if you have a disability, what colour your hair is, your gender, age, ethnicity, sexuality or favourite Spice Girl – as long as you have integrity, can learn quickly, care about what you do and have a brilliant track-record of creating extraordinary roundtables, conferences, summits, webinar series' and similar events.

The role will only suit a self-starter with bags of discipline, problem-solving experience, a designer's brain and an ability to collaborate and lead, whatever the brief, scale and scope of project.

**always possible** is an equal opportunities business and positively welcomes applications from all sections of the community.

**Contract details:** 30 hrs per week

**Location:** Home based, with some meetings in Sussex.

Occasional travel required.

**Salary:** £36,000 - £37,230 pa, pro rata + generous holiday

## WHAT TO EXPECT

The following list of duties is not exhaustive, but gives an indication of regular things you might be doing:

Leading on a wide range of event design and management projects
Oversight of set-up, marketing, programming, delivery and evaluation
Managing face-to-face and online events, for a wide range of audiences
Client-facing communications and reporting, planning and co-design
Health & safety, risk assessment and safeguarding management
Sourcing and commissioning speakers, facilitators and trainers
Management of a new expert professionals speaker directory
Budget management and reporting
Management of The Possibility Club online hub and peer community
Supporting tenders and pitches, innovating around event design and how it can integrate with wider client work
Ensuring that event insight, content and attendee metrics are captured, disseminated and stored correctly
Continual professional development and review, supporting our strategic approach to events design and delivery improvement
User experience management, helping build always possible's reputation as an outstanding organisation to work for and with
Data protection compliance and oversight

We can promise that you'll be contributing to exciting projects, you will learn new skills and be part of a dynamic and friendly team who look after each other. The breadth of the work will keep you on your toes, and you will see positive change in the organisations, audiences and places with whom we work – as a direct result of your support.

This role will largely be based from home, and we welcome proposals about working schedules. We understand that people often have caring

responsibilities or just are not productive all day, so we are happy to consider different options. We want somebody who feels productive and engaged while they work, but who can still respond to our clients' and team needs throughout the week.

## WHAT WE'RE LOOKING FOR

### Essential criteria:

1. Outstanding communication and organisational skills
2. A high level of numeracy, literacy, computing and digital skills
3. Experience of managing teams, external contributors, delegates and logistics staff in pressurised environments
4. Demonstrable event marketing and sales skills
5. Impeccable customer service and user design ethic
6. Acute observational skills, intuition and attention to detail
7. Self-motivation, critical thinking skills and a willingness to learn
8. Ability to work flexibly, independently and collaboratively
9. A demonstrable interest in business support and social action
10. A good sense of humour

### Desirable criteria:

1. Experience of working with a small, busy and growing team
2. Experience of using different online event platforms
3. Experience of using monday.com, or similar project tools
4. Confidence in disrupting and re-imagining problems

## HOW TO APPLY

Send us your up-to-date CV by email to [hireme@alwayspossible.co.uk](mailto:hireme@alwayspossible.co.uk), with a letter, video or audio explaining why you think you're what we need and we're what you need. Deadline: **Friday 30<sup>th</sup> July 2021, 6pm**