

## JOB DESCRIPTION

### JOB SPECIFICATION

<b>Job Title:</b>	Head of Conferences (maternity cover)
<b>Responsible to:</b>	Director of Operations
<b>Salary:</b>	£32,000-£40,000 per annum
<b>Benefit:</b>	8% Employer's Pension Contribution
<b>Tenure:</b>	Fixed-term contract until October 2018
<b>Hours:</b>	Full time 40 hours per week
<b>Location:</b>	LDHQ, Westminster, London SW1P

### Purpose of job

Ultimate responsibility for the organisation, delivery, revenue generation and development of the Federal Liberal Democrat Conference, their associated activities, as well as other conferences and events which may be required to meet the organisation's objectives.

### Key Responsibilities

1. **Management** - heading up a team of 3 full time staff, plus a wider team of volunteers.
2. **Business planning** - feeding into the organisation's overall strategic plan, forward planning to 2019.
3. **Logistics** - responsible for supplier management and procurement, venue selection and subvention negotiation, production and stage set. Ultimate responsibility for all event logistics and on-site event management.
4. **Sales** - overseeing the commercial arm of conference - exhibitors, fringe events and advertising, branding and sponsorship opportunities. Identifying new revenue opportunities.
5. **Financial** - budget and target setting and management. Financial forecasting and reporting.
6. **Marketing and databases** - expanding the use of digital media to market and promote the benefits of conference, inform attendees and to expand advertising revenues streams. Overseeing the production of all hard copy materials, app and conference website.
7. **Security** – setting out, negotiating and implementing a security plan appropriate to the threat and vulnerability levels of each conference
8. **Media** - working with national and international press and broadcasters to ensure that the logistics are in place to facilitate optimum news coverage of conference.

## **PERSON SPECIFICATION**

We are looking for a highly organised, dynamic and confident individual, able to manage multiple priorities and work with a range of people at all levels both within and outside the Party. This position would suit a tenacious negotiator, with a track record of consistently producing events to budget whilst delivering first-class outcomes with a calm, hands-on approach.

### **Essential Skills and Experience**

1. Experience of organising high profile conferences and events. At least 5 years' experience in an events role or similar.
2. Experience of managing a team of people
3. Proven track record of event income generation through multiple streams.
4. Proven ability of strategic business planning, budget preparation, financial management and strict budgetary control.
5. Strong negotiation skills.
6. Outstanding stakeholder management – managing relationships across the organisation at all levels.
7. Excellent written communication skills – compiling marketing copy, proofreading etc.
8. Excellent customer service ethos.
9. Database and events software experience.
10. Sympathy with the aims and values of the Liberal Democrats.

### **Desirable Skills and Experience**

1. Experience working with volunteers and committees
2. Relevant degree or project management qualifications