

Events Manager

Job details

Role: Events Manager – Zeus Cycling

Salary: £19,000 - £22,000 per annum dependent on experience

Location: Office based in Exeter (or London office option) – with travel required for events

Contract: Permanent contract with initial 6 months' probation period

Contract hours: Full time (Average 40 hours per week)

Closing date: Monday 19/03/18 23:55

Interview date: Friday 23/03/18

Interview location: Exeter

About Zeus Events

Zeus Events was created in 2014, rapidly becoming an innovative and visionary company, and is currently experiencing exceptional growth. A division of Zeus Events, Zeus Cycling has a proven track record of delivering unique cycling events. Our portfolio includes our own inclusive Classic Bike Ride series, a collection of bespoke corporate bike rides as well as multi-day day rides, both in the UK and abroad. For our corporate and charity clients we design bespoke cycling events around the specific ideas and desires of the client. We have the vision, expertise and connections to take care of every element of an event, from conception and planning, through to the final execution. Whatever the idea, whether to raise money and exposure for charitable causes or to deliver a truly memorable and breath-taking experience, as specialists in cycling events and with over 30 years industry experience Zeus Cycling always deliver an exceptional event.

Zeus Cycling is currently experiencing a period of growth and we are looking for a brilliant individual to join our team.

Role introduction

Do you work in events? Are you looking for a new challenge to develop your career?

We are looking for an exceptional event manager to:

- Take full management of selected cycling events across the UK (both Zeus own branded events and client events) delivering them to an exemplary standard
- Provide excellent account management for our corporate clients
- Take full responsibility for event budgets ensuring all budget targets are met
- Implement marketing activity for Zeus Cycling own branded events

We're looking for someone:

- With solid previous events management experience in organising large scale / mass participation events, preferably in cycling
- Who can ideally demonstrate commercial acumen and corporate experience
- With an ability to build and maintain strong, collaborative relationships with a wide range of people
- Who has a proactive, 'can-do' attitude and a flexible approach
- Who can lead a team and make key decisions as well as work as part of a wider team
- Who can demonstrate experience of dealing with Health, Safety and Risk Assessments, ideally having experience working with local Safety Advisory Groups

How to apply

To apply please email your current CV with a covering letter detailing:

- Why you are interested in the role
- Your suitability for the role

to Tori Vince, Head of Zeus Cycling at TV@ZeusEvents.co.uk

Role profile

Role title	Events Manager – Zeus Cycling
Reports to	Head of Zeus Cycling
Direct reports	None
Location	Office based in Exeter (or London office option) – with travel required for events

Summary of Role's Main Purpose

- Responsible for an agreed number of Zeus Cycling events
- Complete ownership for all aspects of the event, including management, budgets, Health and Safety and participation

Key responsibilities

- Plan and deliver specific agreed Zeus Cycling events, ensuring all participants have a memorable and safe event experience
- Account manage Zeus Cycling clients working collaboratively with them
- Manage all event sub-contractors
- Forecast and manage income and expenditure budgets for specific events
- Continue to improve and/or implement new processes for efficient ways of working
- Plan and deliver local marketing activity to recruit participants for Zeus Cycling own branded events

- Be an active member of the Zeus Cycling Events Management Team

Key Skills and Behaviours

- Experience of mass participation / large scale event planning, management and delivery, if possible in cycling
- Ability to build and maintain strong, collaborative relationships with a wide range of people
- Motivated by high standards, required to work accurately with a high level of attention to detail
- Be commercially aware and confident to negotiate with clients and suppliers to ensure quality of service and safeguarding event budgets
- Excellent organisational, time management and project management skills, including the ability to work efficiently on numerous projects simultaneously
- Strong communication skills, both written and verbal
- Proactive in achieving results
- Able to identify, and capable of solving, problems and overcoming barriers with minimal guidance
- Confident and able to work unsupervised, manage time effectively and prioritise during the busy event season
- A positive, 'can-do' attitude and a flexible approach
- Ability to lead and motivate a team
- Experience of budget setting and management
- A good understanding of Health and Safety guidelines and practice
- A working knowledge of IT systems, including Microsoft Office
- Full clean driving licence and confidence to drive a long wheel-based van
- Comfortable with physically challenging work e.g. moving event equipment
- Willing to work unsociable hours (some evenings and weekends) and stay away from home when required for events, as well as for some client management meetings
- Offer support to colleagues by sharing knowledge, expertise, time and resources

Desirable

- First Aid trained