

CAREERS AT CERTSURE

Job Title:	Events and Marketing Executive
Location:	Certsure operate hybrid working to support a positive work-life balance, which means we're flexible as to where you're located. We have two offices, one in Houghton Regis and one in Chesterfield, and hybrid working allows you to work remotely with occasional attendance at one of our offices when required. This role involves travel supporting in events over the UK with overnight stays also required from time to time.
Salary:	circa £32,000 plus excellent benefits
Hours:	Full time
Contract:	Permanent
Vacancy Number:	024/003
Closing Date:	Ongoing

About the role...

We have an exciting opportunity for an Events and Marketing Executive to join our Organisation. As the Events & Marketing Executive, you'll support the planning, promotion and delivery of a series of webinars, events and exhibitions across the UK. In addition to on-site event delivery, this role will involve working with the wider Certsure marketing team and Marketing and Events Manager to develop and implement marketing and communications campaigns to support the promotion of events and webinars across various channels.

The post-holder will be expected to manage or support the delivery of events at pre-planned times, including up to 30 overnight stays annually. Some manual handling is required as part of this role.

In this role, the successful candidate would be working remotely from their home with the requirement to attend our Head Office in Houghton Regis as and when required. More information on the hybrid working module, can be discussed with the hiring manager. Such attendance to the office, will be as required by your manager (for example to complete any training that may be necessary for Induction, to integrate into your new team, attend meetings; and to complete such tasks required in the office etc.) You'll be provided with the necessary IT equipment to support remote working.

About the company...

Certsure offers industry-leading certification services, Building Regulations schemes, products and support to the construction industry.

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We are dedicated to providing professional services and certification to a wide range of customers across the building services sector. Our products and services are delivered through the marketing-leading brand NICEIC.

Quality is the foundation of everything we do and as a result, many of our products are Government-recognised and United Kingdom Accreditation Service (UKAS) approved. From the technically excellent assessors to service advisors who really “get” our customers – we are always on the lookout for talented people to join our team.

We aspire to have a diverse and inclusive workplace, and as an equal opportunities employer, Certsure is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

What you'll be doing...

- Support the Marketing & Events Manager in the planning and delivery of NICEIC & Certsure events, conferences, exhibitions and webinars, ensuring they are delivered on-time and within agreed budgets
- To plan and deliver NICEIC's attendance at various external trade shows and exhibitions around the UK, ensuring event objectives are met. This includes: exhibition space negotiation and booking, exhibition stand design, budget management, co-ordinating staff and external suppliers, delivering event promotional campaigns, co-ordinating resources, exhibition stand set-up, briefing staff pre-event and communicating post-event feedback
- To plan and deliver NICEIC events, ensuring that event objectives are met. This includes: venue negotiation and management, developing and implementing the event operational plan, managing the event budget, liaising with internal and external stakeholders, co-ordinating staff, external suppliers and agencies, developing and implementing the event promotional marketing campaign, briefing staff pre-event, communicating post-event feedback
- Onsite event management at external exhibitions and NICEIC events to deliver the event operational plan, including: setting up or dressing exhibition stands, briefing staff on the day, conducting risk assessments and ensuring H&S policies are followed at all times, being a Brand Ambassador for NICEIC and communicating with customers, managing the cross-functional team to deliver the event, communicating with key stakeholders, managing external suppliers, troubleshooting and problem-solving on the day and de-rigging the exhibition stand as required
- Support with the delivery of webinars in the evenings, on pre-agreed dates
- Work with the wider Marketing and Communication teams to support the development of multi-channel campaigns to promote the events NICEIC are attending or delivering
- Manage relationships and co-ordinate with other departments and key stakeholders deliver events and webinars on time and to a high standard

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- Conduct risk assessments before the delivery of events and oversee the Health & Safety arrangements whilst onsite, to ensure a safe environment for employees, staff and visitors
- Manage a budget provided by the Marketing & Events Manager when planning and delivering events
- Monitor and analyse customer engagement and satisfaction at events, exhibitions and webinars. Produce and communicate post-event results and recommendations to enhance to customer experience and ROI
- Manage relationships with various stakeholders (design agencies, venues, colleges etc)
- Adhere to the Certsure marketing and communication team's administrative systems and policies
- Comply with the Certsure and NICEIC brand guidelines, to ensure the Certsure and NICEIC brands are protected and strengthened
- Comply with the requirements of the organisations Health and Safety policy while on or offsite
- Undertake any other duties from time to time, within their competence, as required by the Marketing & Events Manager

What we're looking for...

- Events or marketing related degree or CIM qualification, or working towards
- On-site event management experience
- Experience planning events including venue sourcing, budget management, briefing staff, liaising with external suppliers
- Experience of planning and managing attendance at external exhibitions
- Ability and commitment to follow Certsure's Behaviours for Success
- Ability to work collaboratively across all areas of the business
- Flexible, with the ability to prioritise, work under pressure and to tight deadlines
- Takes ownership and personal responsibility for own learning and development
- Great organisational skills with a proven track record of delivering projects from conception to completion
- Excellent written and verbal communication skills.
- Confident and assertive
- Full, UK driving licence with the ability and willingness to drive a transit van when required

Desirable:

- Experience using webinar software platforms
- Experience using email software platforms and website content management systems
- Experience using Salesforce or other CRM systems

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If you'd like to find out more about the benefits we provide for our direct employees, just click on this link <https://niceic.com/about-us/careers/>

Find out more about us...

Websites: www.certsure.com or www.niceic.com

Twitter: @officialNICEIC

LinkedIn: <https://www.linkedin.com/company/niceic>

Facebook: <https://www.facebook.com/NICEIC/>

Instagram: <https://www.instagram.com/officialniceic>

How to apply...

If you think this is the job for you, then we'd be delighted to hear from you!

Please send your CV and a covering letter to vacancies@certsure.com.

We're unable to respond to all applicants due to the high volumes of CVs we receive. Therefore, if you don't hear from us, unfortunately this means you've been unsuccessful on this occasion.