



UKINBOUND
THE VOICE OF INBOUND TOURISM

UKINBOUND EVENTS MANAGER

UKinbound is the only trade association that represents the interests of the UK's inbound tourism sector and ensures it is recognised as a leading economic and employment driver in the UK. We help our diverse membership of over 300 businesses all across the country to grow and develop via a programme of events designed to connect buyers and suppliers in the travel trade.

We also provide marketing opportunities, market updates, and access to the latest industry insights. In addition, we lobby Government on behalf of our members on key industry issues such as taxation, Visas and Brexit and engage with the media to raise the profile of inbound tourism and highlight its importance to the UK economy.

A confident and highly organised full time Events Manager is required by UKinbound to manage its high-profile and diverse programme of virtual and in-person events and deliver commercial outcomes for UKinbound and its members. The Events Manager will be solely responsible for parts of the Association's event portfolio and will work alongside the Head of Events on large-scale and flagship events. Working closely with the wider team, the Events Manager will drive revenue by securing event attendees, exhibitors, and sponsors.

Based in our London office (flexible working will be considered), working to targets, the successful candidate will also identify relevant business development opportunities and build and maintain positive relationships with members and stakeholders. Salary up to £32,000 per annum plus benefits, depending on experience.

Duties include:

- Supporting the team with the delivery of the Events Programme and Strategy.
- Sourcing and negotiating with venues and hosts and conducting site visits.
- End-to-end management of event logistics including liaison with external partners, suppliers, speakers, sponsors, and attendees to ensure seamless delivery.
- Content planning including identifying relevant topics and activities, liaising with speakers and hosts, and itinerary planning.
- Responsibility for event production including venue setup and coordination of collateral.
- Managing registration for relevant events including setting up booking forms, building, and maintaining attendee lists, writing and sending updates and joining instructions.
- Forward planning of the events calendar to ensure full programme of events that drive value for the membership and the association.
- Working closely with the marketing team to ensure that Events' pages on the company website are up-to-date and events are promoted across all relevant channels.
- Liaising with speakers and presenters in advance of events securing and collating presentation content and ensuring full communication of event details.



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- Producing event documentation including running orders, briefs for event hosts and speakers, supporting documents and name badges etc.

- Performing event follow up: drafting thank you emails and designing and sending feedback questionnaires and managing and sharing feedback data.
- Supporting the Events Committee and Board meetings, reporting, and budget management.
- Primary point of contact for the events team with responsibility for team preparation, set up and break down and any enquiries.
- Providing executive support to the CEO and the rest of the team and general administrative duties where necessary.
- Attending all UKinbound events and relevant tourism industry events where required.
- Acting as a point of contact for members, non-members and stakeholders providing excellent customer service at all times.
- Develop new event ideas, suggest improvements, and identify opportunities for the association and its members.

UKinbound's events programme currently includes:

- Annual Convention including Awards for Excellence Gala Dinner and Business-to-Business Workshop (held in a different UK location every year)
- UKinbound stand at World Travel Market and Arabian Travel Market
- Summer Event
- Quarterly General Meetings
- 8-10 Members Networking Evenings and Speed B2B Networking Events
- 3-4 Discover Workshops and Familiarisation Trips all around the UK
- Webinars and other virtual events
- Roundtable Discussions

The ideal candidate will have:

Required skills:

- Team player with exceptional interpersonal and organisational skills
- Business/project management experience with knowledge and sales skills which are compatible with the conference and events industry
- Superb communication and presentation skills as well as excellent negotiation skills
- Forward thinking with effective planning skills
- Experience of building and managing relationships at senior level
- Highly self-motivated with time management skills and ability to multitask
- A keen eye for detail and calm approach
- Computer savvy with excellent knowledge of MS Office, website administration, ticketing/booking systems and virtual event platforms
- Ability to travel and to work evenings and weekends as required



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Preferred skills:

- Experience of formulating and managing budgets
- Good knowledge of the inbound tourism industry