**JOB DESCRIPTION AND APPLICATION DETAILS**

**Events Coordinator**

Morrow Communications events team are looking for an experienced and enthusiastic **Events Co-ordinator** to join our award-winning team on a full time, permanent basis.

We are based in Holywood, County Down, and considered one of Northern Ireland’s leading integrated communications consultancies with a dedicated in-house event management team. We work with some of the UK and Ireland’s largest employers, most **iconic brands** and **ambitious companies** who all seek to deliver world-class, high impact events.

Since March 2020, our events team have transitioned seamlessly into the virtual world, continuing to offer new and existing clients a high-quality event consultancy, planning and production service for their remote, virtual, hybrid or face-to-face events.

The core range of events we manage on behalf of clients include but isn’t limited to - *conferences, workshops and web/seminars; public/stakeholder information events, product launches/announcements, company training events, exhibitions/trade shows, meet the buyer networking, gala dinners, exhibitions and award ceremonies.*

The successful candidate will need to quickly integrate into a busy events team delivering key tasks for ongoing and project-based clients across a range of business sectors – agri-food, economic development, business to business, professional services, community development, tourism, and public transport.

In return, we will offer a fast-paced, rewarding role with a competitive salary and plenty of opportunity for career growth. This will be provided in an open, friendly, and supportive environment with relevant training and professional development.

**Applicants for the role of Events Co-ordinator (EVC)** should….

* Hold a third level qualification (preferably, but not exclusively in Event Management / Communications / Marketing or similar);
* Have **1**-**2 years’ experience** in an events or hospitality related role, preferably in a customer facing environment, co-ordinating and delivering primarily live, face to face events with preferable experience in planning virtual events;
* Minimum 5 GCSE’s including Maths and English (minimum grade C and above)
* Have experience of working in the **corporate events industry** (amongst other sectors) in NI / Ireland / UK and understand the nature of the event supply and service network;

**Job Purpose & Objective**

***To support the in-house events team with delivery of projects from concept to delivery, liaising with colleagues, clients and suppliers to agreed levels of satisfaction and success.***

**We are looking for someone who is…**

* Confident and passionate about events with the ability to positively engage with and inspire everyone you might encounter along your events journey;
* Well organised, professional who can prioritise tasks effectively with an attention to detail;
* Excellent at communicating and focussed on customer service with a can-do attitude;
* A team player, but equally comfortable working independently with initiative
* Understands the fundamentals of event/project management, planning, delivery and evaluation phases, including managing external services and suppliers;
* Able to multi-task, work under pressure and problem-solve with realistic solutions;
* Proficient with Microsoft Office applications (in particular Word, Excel, Powerpoint)
* Knowledgeable with the use and application of online event management systems e.g. Wordpress, Canva, Eventbrite and some understanding of Video conference/Livestream systems would be a bonus, but not essential as training will be provided.
* Understanding of marketing & promotional tactics used in event promotion and engagement e.g. direct contact, PR/publicity, social media etc.
* Flexible in working outside of the normal working hours, in a remote or virtual environment and getting to where you need to be with little notice is also essential, so access to your own transport and a Full UK Driving licence is also a must.

**Who we are…**

Our 30+ strong team works together to deliver big results for our clients, combining skills in PR, Public Affairs, media relations, digital communications, event management, video production, advertising and graphic design. We plan and deliver first-class communications strategies which bring our clients’ companies, brands, initiatives and products to life. Whilst events can be independent of our other in-house services, we operate with a shared vision and approach in our day-to-day activity.

Our commitment to excellence has been rewarded with the **Gold Communications Management Standard**, awarded by the PRCA – an industry quality mark we have now held for over 10 years. We are the only NI agency to hold this accreditation and it supports our client and colleague management systems to underpin our growth.

We’ve also recently been recognised by the Chartered Institute of Public Relations as **PR Consultancy of the year for 2021/22** and picked up a total of 13 awards for our client work in this year’s awards alone.

**To apply…**

If you meet the above criteria and have the experience and ambition to deliver what we need, apply with an **up to date and tailored CV**.

Please also include **a separate elevator pitch** about yourself (150 words maximum) highlighting how you are the must-see candidate for this position. Please tailor your pitch to best demonstrate how you are right for this role.

Reference ID: Events Coordinator (EVC)

Application deadline: 28/01/22 Apply via Indeed or directly to jobs@morrowcommunications.com