

Project and Event Manager

Salary: £25,000-£28,000 plus profit-related pay and benefits
Location: Central London
The role: To manage and deliver a range of projects and events within time, budget and to target, ensuring customer satisfaction and maximising revenue.

Summary: "We are looking for a talented and experienced individual who has significant experience of managing projects and events in particular. The successful candidate will also have a passion for the environment, a desire to make a difference and be confident working on multiple projects and delivering them on time and to budget.

Background to www.ActionSustainability.com

Action Sustainability is a not for profit social enterprise set up to lead and inspire sustainable business. We deliver expertise from leading members of the Sustainable Procurement Task Force, the Chair of the Commission for a Sustainable London 2012, Senior Advisor to the Institute for Sustainability, Environmental Advisor to TfL and a team who are skilled in delivering sustainable procurement consultancy and training. Our clients include central and local government organisations, leading international businesses and national and regional government departments.

We are deeply engaged in leading edge sustainable procurement initiatives such as leading the development of the new British Standard for Sustainable Procurement BS 8903, the development of a Guide to sustainable procurement for the construction sector, the MOD Sustainable Procurement Programme, Strategic Supply Chain Group, Green Dragons construction eco-innovation events and the UK Forward Commitment Procurement Project. As such we are uniquely positioned to provide the most up to date advice related to sustainability and sustainable procurement.

The majority of our turnover is from large consultancy projects in the delivery of sustainability and sustainable procurement support to supply chains from varying sectors including construction, utilities, transport, facilities management, retail and the public sector.

Dimensions: Turnover of business unit: £650,000
No. of reporting staff: 7 + Associates

Background to Business & Enterprise Group

Action Sustainability is operated by the Business & Enterprise Group (www.business-enterprise.net), listed as the 52nd best company to work for in the UK and Investors in People accredited organisation employing over 200 across the UK. We're an independent, national business services group with an exceptional track record in business improvement, enterprise and economic development. Our comprehensive portfolio of services is designed to help businesses to be more competitive, productive, efficient and innovative.

Main Duties and Responsibilities

Project Management

- Develop marketing campaigns to ensure the generation of sales leads and delegates on our training courses
- Researching and writing monthly e-newsletters
- Maintaining our database of clients
- Updating www.actionsustainability.com
- Undertaking desk and web research into sustainability issues
- Developing work plans and delivering against these
- Project Management duties on EU funded programmes and private client projects
- Liaising with clients and own team to ensure timely delivery
- Undertaking project evaluations and report writing

Event management

- Organising conferences, workshops, seminars and Meet the Buyers events to include;
- Venue liaison, speaker, partner and delegate recruitment
- Devise marketing materials, plan the marketing schedule, delivery of marketing campaign
- Set budgets and deliver to them, seeking to exceed wherever possible target
- Carry out audits to assess the success of events
- Deliver all projects in line with our standards of ISO 9001 for quality, ISO 14001 for environmental business management and BS8901 for sustainable event management

Team work

- Liaise closely with the Business Manager, Consultancy Team and update them on the progress of projects and events and potential issues
- Work with the Project Assistant and give directions and support
- Communicate with the team on a regular basis

Key skills and experience required

- A completer-finisher with a methodical, unflustered approach
- Proven experience in delivering profitable events and conferences
- Interest and passion for Sustainability Issues
- Proven marketing experience - confident in dealing with Web-based content management systems and email broadcast engines
- Good writing and research skills
- Account Management (Good communication skills with clients and ability to build long term relationships)

Reporting to: Business Manager
Location: London

Closing date: 19th October 2011

Applications to: Ian Heptonstall – ian@actionsustainability.com or 020 7700 0008
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