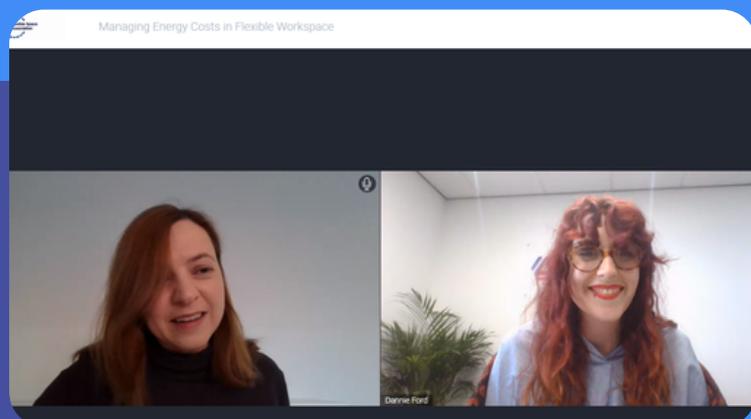




# We're hiring!

## Events Manager

- Hatfield, Hertfordshire
- Varied role organising large and small events, in-person and online
- £31-36k



## **About Us**

The Flexible Space Association (FlexSA) is the trade association for the flexible workspace industry across the UK. We are a membership organisation, and represent, support and promote the providers of serviced offices, coworking space, workshop units and virtual office services, as well as companies providing goods and services to the workspace operators.

The new ways of working that have emerged from the pandemic are resulting in greater interest in, and growth of, the flexible workspace sector, so it's a great time to join us.

## **The Role**

The Events Manager will take on responsibility for running a wide range of events. These include two large-scale annual events, alongside smaller in-person and online ones.

With events already planned for the coming months, we are looking for someone with the experience and enthusiasm to be able to hit-the-ground-running to deliver these, as well as to bring their own ideas to develop new activities.

## **The Responsibilities**

The post holder will organise and run an annual conference and exhibition in May, and an awards dinner in November. They will also organise and run smaller events for our members throughout the year.

We have a successful programme of webinars, together with online roundtable meetings which bring together our members. Experience of organising online events would therefore be advantageous, and being comfortable with using technology is essential.

With a return to in-person events, we'd like the Events Manager to be innovative in developing new events that bring together our members and showcase the sector.

Promotion of the events is an important element of the role, so experience of marketing events, particularly online and with social media, is important.

As a small organisation, there will also be a requirement to pitch-in to help with other areas of work, and cover in the absence of colleagues. This makes for a more varied role, and an opportunity to develop your skills across a variety of activities.

The post calls for a dynamic, proactive and ambitious individual, with good verbal and written communication skills. Computer literacy is essential, alongside good attention to detail.

## **Working Arrangements**

**Salary:** £31-£36k, dependent on experience.

**Working Hours:** Standard working hours are Monday to Friday 09:00 to 17:30. We are open to discussions on flexible working arrangements, but the postholder will need to be able to be office-based for at least 3 days a week.

There will be a need for some travel, and to occasionally attend events outside of normal working hours.

**Annual Leave:** 25 days

**Location:** Hatfield, Hertfordshire.

## **How to Apply**

Please submit your CV and a letter of application setting out your relevant experience and how you meet the requirements of the role to the Executive Director of the Flexible Space Association, Jane Sartin, at [jane.sartin@flexsa.co.uk](mailto:jane.sartin@flexsa.co.uk)

**Closing date for applications:** Friday 10 June 2022