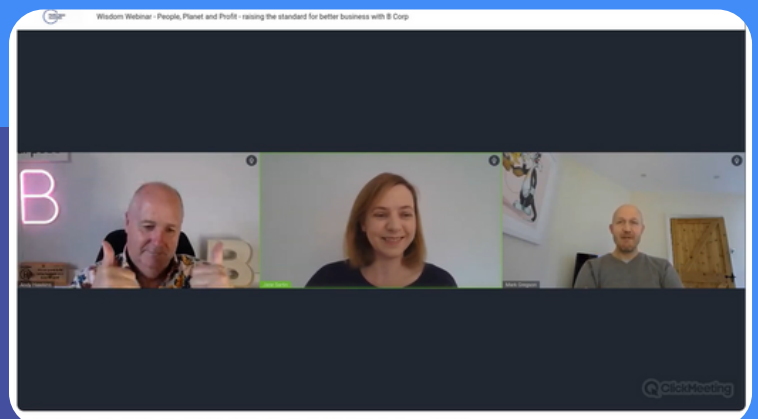




We're hiring!

Events Manager

- Hatfield, Hertfordshire
- 12 months' maternity cover
- Organising in-person & online events
- £34-40k



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.

This sector is growing, with flexible workspace being a perfect partner to the hybrid working arrangements which are increasingly the norm.

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 relevant experience and enthusiasm to be able to hit-the-ground-running to deliver these.

We host webinars and use online platforms to support the running of in-person events, so being confident using technology is a must.

The Responsibilities

Working within a small team, the post holder will oversee the running of an annual conference and exhibition in May, and an awards dinner in November. They will also organise and run smaller events for our members, including tours of workspaces and roundtable meetings in different cities.

There is a successful programme of webinars to continue to build on, together with online roundtable meetings which bring together our members.

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

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: £34-£40k, dependent on experience.

12-month fixed term contract (maternity cover), from September 2024

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 team presently work 3 days in the office and 2 from home.

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 covering letter 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

Closing date for applications: Wednesday 7 August 2024