

## Events Manager

London, Greater London (Hybrid)

£35,000 - £40,000 per year

Full-time

Permanent

### Job description

#### About the Role:

Are you a talented Events Manager with a passion for promoting contemporary Africa? We are seeking an energetic individual to design, manage, and implement the Royal African Society's programme of events, ranging from small workshops to large conferences. As an integral part of our team, you will collaborate with internal and external partners to deliver engaging events that connect our members and the public.

#### Main Tasks & Responsibilities:

- Research, plan, and implement a year-round events programme, including corporate and public events.
- Develop themes and secure speakers for meetings and conferences.
- Manage all aspects of events logistics, including hospitality, venue management, and technical setup.
- Collaborate with internal stakeholders to ensure effective promotion of events.
- Cultivate partnerships with external stakeholders, particularly venues.
- Manage the annual budget for the events programme.
- Maintain and update the CRM database.
- Evaluate events and produce quarterly and annual reports.

#### Experience:

- At least 5 years' experience in event management.
- Experience with web content management systems, email marketing platforms, and online event platforms.
- Familiarity with design programs and CRM systems.
- Previous experience working in a small team.

#### Skills & Attributes:

- Excellent communication and interpersonal skills.
- excellent project management skills
- Strong organisational abilities and time management skills.
- Adaptability and ability to work under pressure.
- Collaborative team player with a sense of responsibility and independence.

**Education, Knowledge & Competencies:**

- Degree in communications, marketing, journalism, or related field/Qualified by experience
- Knowledge of and interest in contemporary African affairs, arts, and culture.
- Commitment to the vision, mission, and values of the Royal African Society.

**Key Dates:**

- Application Deadline: 1st May 2024

**About the Royal African Society:**

The Royal African Society (RAS) is a dynamic membership organisation dedicated to fostering connections, celebrating cultures, and critically engaging with a wide range of topics and ideas about Africa today. Through our diverse events, publications, and digital channels, we amplify African voices and interests globally, reaching a network of more than one million people.

**Compensation & Benefits:**

**Position:** Full-Time, Mon-Fri

**Salary:** £35,000- £40,000 DOE

**Holiday:** 27 Days + BH

**Location:** Remote and onsite working, including at the Royal African Society offices at SOAS in Russell Square and at RAS public events and festivals wherever held

**How to Apply:**

To apply, please submit your CV and a cover letter outlining your suitability for the role by the deadline. We look forward to welcoming you to our vibrant team!

**\*\*Please note the successful candidate for the position will be subject to an enhanced DBS check\*\***