

# NATIONAL CONFERENCE PROJECT MANAGER

## JOB DESCRIPTION

<b>Job title</b>	<b>National Conference Project Manager (12-month fixed contract)</b>
<b>Department</b>	<b>Commercial</b>
<b>Office location</b>	<b>Arbon House, 6 Tournament Court, Warwick, CV34 6LG</b>
<b>Responsible for</b>	<b>National Conference</b>
<b>Salary</b>	<b>c£30K</b>
<b>Reporting to</b>	<b>Commercial Manager</b>

## JOB PURPOSE

The primary focus of the role is to support the Commercial Manager in the planning and execution Propertymark's 2024 National Conference. Ensuring that the event runs smoothly and meets the high expectations of our members, running to time and budget.

### Main Duties and Responsibilities:

- Serve as the primary point of contact.
- Develop a comprehensive project plan that identifies the sequence of activities needed to successfully execute the event, covering pre-conference, on the day and post conference.
- Agree and assign tasks/timings across the organisation.
- Manage progress against plan, providing weekly project updates to CEO & Senior Management Team.
- Manage external suppliers, exhibitors and speakers ensuring contracts are agreed, invoices raised/paid and regular check-ins are set.
- Maintain good relationships with key suppliers and venue, developing new relationships as needed.
- Manage the overall budget, including expenses related to the event, ensuring that all costs are tracked and reported in a timely and accurate manner.
- Monitor event registration and provide weekly report.
- Post-event evaluation and reporting, including but not limited to surveys, attendee feedback, and ROI analysis.
- Stay abreast of industry trends and best practices, and share knowledge with team members.
- Undertake other tasks as prescribed by the Commercial Manager/Propertymark.

### Key working relationships:

- Commercial Manager and wider team
- CEO and Senior Management Team
- Department Managers
- Suppliers, exhibitors and speakers

**Job Requirement / Skills:**

- Proven ability to manage large scale projects and meet deadlines.
- Exceptional organizational skills and attention to detail.
- Outstanding verbal and written communication skills.
- Creative problem-solving skills.
- Flexibility and adaptability to changing situations.

**Education / Experience:**

- 3-5 years professional experience in event planning and project management (essential).
- Bachelor's degree in event management, business administration, or related field (desirable).

August 2023