

SevenEvents

Create Deliver Inspire

Team Leader Job Spec SevenEvents

About Us

SevenEvents is a creative events agency with a global reach. We are experts in helping clients communicate and engage audiences through live and digital event experiences.

With our head office in Mayfair London and a further office in Birmingham, we offer a full range of event management services, including full production management, incentive travel and virtual events for a wide range of corporate clients. We are a fast-growing and dynamic agency with a talented team of event experts with a wide range of skill sets that create a dynamic and successful mix.

SevenEvents are part of the wider SevenCapital group. The SevenCapital group are constantly adding to their portfolio investments, which currently includes property, events, travel, hotels, media and property interiors.

The Facts

- 13 years in operation, with offices in London and Birmingham
- A team of creative minds and problem solvers
- 70 years combined industry experience
- Robust and experienced supplier network, offering scalability
- Industry award winners and part of the EVCOM board
- 80+ events delivered in 2021 despite the Covid-19 pandemic

sevenevents.co.uk

Our Values

Creativity

Considered creativity underpinned by process

Flexibility

A personalised and flexible approach that is tailored to client needs

Passion

Committed to the best client experience to ensure lifelong partnerships

Family

A boutique agency with dedicated project teams built around client requirements

Pride

We implement a thoughtful and deliberate approach to drive results

Benefits

- Hybrid working
- Team socials and an annual company off-site
- Fam trips and overseas events
- 28 holidays including bank holidays, extra days given for Christmas close plus additional days for lieu days accrued
- Workplace pension scheme
- Agile and approachable management team

Event Operations Team Leader

We are recruiting for a highly organised, and proactive Team Leader to join our rapidly growing events team. You will need to have a can-do attitude, experience with managing a team and be passionate about delivering high quality events for our clients.

Role Overview

The role will involve close management of overall projects and project teams and taking the lead on events from end-to-end. As Team Leader you will be responsible for managing workload, overseeing the output of proposals, and leading the team to ensure all our clients' events are being managed and

delivered to the high standard we uphold. You will be a line manager for the operations team and report into Event Logistics Director and the senior management team.

For the role you must have:

- At least 5 years events agency experience and a proven track record of managing a team as a line manager is essential to this role
- Experience in project managing a variety of high quality and complex events from end-to-end
- A key element of this role will be to follow and understand our processes and to then train, monitor and oversee the implementation of the processes across the broader team. So, the ability to adapt to and follow processes is a crucial requirement alongside also bringing your own skills to enhance our current processes and services
- Experience in the pitching process and managing teams to deliver high quality and creative responses while hitting deadlines
- The capability to write, manage and check proposals across projects, always looking to exceed clients' expectations with a high level of detail and creative responses to a brief
- The role includes taking ownership of creating and checking budgets, so confident financial management is imperative
- Ability to multitask, managing multiple clients, projects, and teams at one time
- You will be expected to ensure that deadlines are being met across the team, highlighting any issues and problem-solving to ensure we always deliver on fundamental deadlines
- Successful candidates will be required to carry out face-to-face meetings with suppliers and clients and so it is imperative that they are presentable with an engaging personality
- Excellent knowledge of London, UK & European venues, and your own supplier relationships
- Experience of working with the online delegate management systems' CVENT is desired
- A superior understanding of event production, from design to implementation
- A proven track record of delivering virtual events is very much desired

To fit in with our culture you will:

- Be passionate about the event industry and always looking to widen your knowledge through training, networking and research
- Be flexible to travel for international events and work out of office hours onsite
- Have a commercial mindset with a track record of maximising the profitability of events
- You will be comfortable with business development, through building strong client relationships to drive the overall company's success
- Have a strong work ethic, masses of enthusiasm and the motivation to become an integral part of an expanding business
- Be a team player and able to enhance and build on our current culture

Want to join the #dreamteam at SevenEvents?

Apply by sending your CV and covering letter to: info@sevenevents.co.uk