

Senior Events Executive

Based in the City of London and remotely

Salary: c.£36kpa to £38kpa, depending on your skills

Plus £7.5% company pension contribution

A travel allowance which has a minimum value of £2,500 per annum

The option to split your working week between working from home and in the London office

Discretionary Bonus

We are looking for a Senior Events Executive to provide an autonomous event management service to the Regional Committees, taking full responsibility for the planning and organising of the regional events with the Committees' support. These events enable professionals to meet with others in the same region and sector and are a key benefit for our members.

This is a varied job where you will be:

- To plan with the Regional Committees and deliver a programme of events in the Regions, including the recruitment of speakers (usually suggested by the Committees), booking and managing the events venues, marketing and post event management.
- Providing an event management service for the Regional Committees, ensuring that a quality programme of events takes place in the regions and online.
- Ensuring timely and efficient administration of bookings and be the primary customer service point of contact for social events in the regions.
- Marketing regional events, online and offline, ensuring they are well attended and successful.
- Being responsible for post event administration including the processing of invoices for payment, the issuing of receipts and keeping budget spreadsheets up to date.
- Keeping the website up to date with regional branch events.
- Providing general administrative support to the events team as and when required, including launching webinars and logging CPD.
- Regional travel to events and overnight stay is required.

The following skills and experience are required which you may have gained through voluntary activities or paid employment:

- Excellent communication and inter-personal skills
- The ability to organise and plan multiple events at the same time
- Attention to detail
- A flexible attitude and able to work to deadlines
- IT skills - Word, Excel and PowerPoint skills
- 1 + years' experience in event planning / management
- Experience of preparing agendas and papers for meetings and writing minutes
- Degree qualified or equivalent, ideally in Events Management (preferable, not essential)

We offer a competitive remuneration package, which includes:

- 7½% company pension contribution into a personal pension, in addition to your own contribution of 1½% via salary exchange
- Life insurance and income protection insurance
- A Wellness Allowance of up to £30 a month
- 26 days leave per annum (which includes three days at Christmas)
- A travel allowance after passing probation which has a minimum value of £2,500 per annum
- The option to split your working week between working from home and in the London office after passing probation
- After one year's service, private medical insurance cover, and annual travel insurance cover

Please send your CV, salary expectation and availability to Karen Dalton, Assistant Director, HR at jobs@cisi.org

We value the contribution that employees with different views and experience bring to the Institute and are committed to promoting equality, inclusion and diversity. We hope to receive applications from a wide range of talented people irrespective of their race, religion or belief, gender, age, gender identity, neurodiversity, disability, sexual orientation, ethnic origin, political belief, social class, relationship status or caring responsibilities.

The Chartered Institute for Securities & Investment is the leading professional body for securities, investment, wealth and financial planning professionals. Formed in 1992 by London Stock Exchange practitioners, we have a global community, which aims to promote high standards of competence and integrity to more than 40,000 members in 116 countries. We are also the main examining body for the sector, offering our internationally recognised exams globally.

Its purpose is *"To champion lifelong learning and integrity, raising individual standards of knowledge, skills and behaviour globally to enhance public trust and confidence in financial services."*

For more information on the CISI, please see our website at www.cisi.org