Institute of Healthcare Engineering
and Estate Management

APPLICATION DETAILS

Marketing and Events Manager

Outline Conditions of Employment

- The normal place of work is: IHEEM, 2 Abingdon House, Cumberland Business Centre, Fratton, Portsmouth, PO5 1DS. Hours: 0900 – 1700
- Salary starting at £28,000 - £32,000 payable monthly in arrears.
- Holidays 27 days per year, plus 8 public holidays (pro-rata).
- Generous Pension Scheme, Free onsite Parking
- Employee’s travel and accommodation expenses are refunded when away from the office on business.
- Attendance at Events and Networking meetings will be required
- Occasional evening or weekend work may be required, e.g. annual conference or travel to meetings.

Application Procedure

- Forward the Application Form to Annabelle Morgan, Executive Manager, IHEEM. Please attach a CV to support the Application Form.
- Candidates are encouraged to forward their applications by email to annabelle.morgan@iheem.org.uk
- The closing date for the receipt of applications is Monday 23rd November 2018. Interview date to be advised to shortlisted applicants.
- You are welcome to telephone Annabelle Morgan for an informal discussion or to arrange a visit to the office. Telephone: 023 9282 3186.

Person Specification

Key Skills and Experience

The following key skills are essential to the role

To have experience and a successful track record in marketing, including the production of marketing a strategy and production of related materials.

To have experience in the management of and be skilled in social media, promoting events and organisations through Linked-In, Twitter and other social media platforms.

- Excellent organisation skills.
- Experience in the not for profit sector and working with volunteers would be beneficial but not essential
- Accurate and detail focussed.
- Experience of coping in a busy varied role with high volumes of work
- A flexible approach.
- A degree level of qualification is desirable.

Experience and successful track record in a similar event management role including:

- Designing and implementing an annual programme of events
- Managing outsourced contractors to deliver large events such as annual conferences and awards dinners
- Experience of implementing and managing the logistics of both large and small events.
- Ideally including professional development, educational seminars and programmes.

Disposition

- Able to build strong relationships with people and teams
- Confident, assertive and influential
- Collaborative, friendly, approachable
- Well-presented and professional representative for the business.
- Customer focussed.
- Honest and open

7th November 2018