

# GambleAware

## **Role title: Events Manager**

**Accountable to:** Communications Director

**Hours:** Full time, 35 hour per week

**Perm / Temp:** Temporary to March 2021

**Salary:** £35-42,000

**Location:** London / Flexible

## **About GambleAware**

GambleAware is a wholly independent charity registered in England, Wales and Scotland with the following charitable objects:

- The advancement of education aimed at preventing gambling harms for the benefit of the public in Great Britain, in particular young people and those who are most vulnerable, by carrying out research, by providing advice and information, by raising awareness, and by making grants; and,
- Working to keep people in Great Britain safe from gambling harms through the application of a public health model based on three levels of prevention: primary – universal promotion of a safer environment; secondary – selective intervention for those who may be ‘at risk’; and, tertiary – direct support for those directly or indirectly affected by gambling disorder, by carrying out research, by providing advice and information, by raising awareness, and by making grants for the provision of effective treatment, interventions and support.

GambleAware is a grant-making charity using best-practice in commissioning to keep people safe from gambling harms. This includes needs assessment, service planning, evaluation and outcome reporting to support effective, evidence-informed, quality assured prevention of gambling harms.

## **About GambleAware’s communications function**

GambleAware’s communications team develops campaigns to support our prevention work alongside signposting people to treatment, manages announcements of our work and those of our commissioning partners, and manages conferences and events across the organisation. The team is led by a Communications Director, with a Communications Manager - Campaigns, and Communications and PR Manager to manage day to day projects, and an Events Manager and Project & Events Administrator to support conferences and events.

## **Role purpose**

We are looking for an Events Manager to lead and deliver a number of high-profile in-person and virtual conferences and events, to drive forward GambleAware’s charitable objectives.

## Key responsibilities

- Arranging monthly webinars on key topics which illustrate GambleAware’s expertise as a commissioner of research, education and treatment to keep people safe from gambling harm, for example, women and gambling, lived experience and treatment support.
- Lead and project manage the planning and implementation of GA’s annual conference to be held in January 2021. Previously this has accommodated 250 delegates, and going forward there are plans to expand this.
- Manage and coordinate GambleAware’s presence at events and seminars, including preparation of event materials and drafting of content, delegating where appropriate.
- Event management, primarily B2B, from sourcing of venue, scoping for optimal online platforms, managing attendance, negotiating quotes and agreements, assisting with event marketing, managing invitations, agreeing event objectives, to event delivery on the day and event evaluation.
- Project management – keeping wider teams apprised of event plan and delivery. Managing budgets and delivering projects on time and in budget.
- Line management of Project and Events Administrator.

## General responsibilities

- Undertake any other tasks as reasonably directed by your line manager
- Adhere to GambleAware policies and procedures
- Demonstrate a commitment to diversity, inclusivity and equal opportunity in working with colleagues and stakeholders with a wide range of perspectives and experiences
- Be a good team worker, demonstrating loyalty and commitment to the organisation and team members

## Person specification

	Essential	Desirable
<b>Knowledge &amp; experience</b>	<ul style="list-style-type: none"> <li>• Demonstrable experience of leading, planning and managing in person events and conferences in a complex environment with multiple stakeholders and partners</li> <li>• Demonstrable experience of leading, planning and managing in virtual events, including online conferences, webinars and live streaming</li> <li>• Line management experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a small / medium not-for-profit organisation</li> <li>• Understanding of gambling related issues</li> </ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>• Project management</li> <li>• Excellent networking skills and the ability to build</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

	<p>relationships with a range of stakeholders</p> <ul style="list-style-type: none"> <li>• Strong communication – verbal and written skills</li> <li>• Strong attention to detail</li> <li>• Excellent organisational skills</li> <li>• Ability to manage and prioritise own workload</li> <li>• Ability to work collaboratively in a small team</li> <li>• Proactive approach</li> <li>• Excellent IT skills, with confidence in using a range of digital platforms</li> <li>• Ability to manage budgets</li> </ul>	
<b>Qualifications and memberships of professional bodies</b>		<ul style="list-style-type: none"> <li>• Event management qualification</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Must be prepared to travel and attend meetings and training as required, which may involve occasional overnight stays</li> <li>• Committed to continuous professional development</li> <li>• Commitment to GambleAware's mission and values</li> </ul>	

## Further information and how to apply

GambleAware is an equal opportunities employer and encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

GambleAware is a Living Wage Employer.

The deadline for receipt of applications is 5pm on Friday 11th September.

Application is by CV and covering letter (up to 2 pages) setting out how you meet the essential requirements of the role, with reference to the key responsibilities. Applicants will be assessed and shortlisted against these requirements. We expect interviews to take place during the week of 21 September.

Please send your application to [sonal@gambleaware.org](mailto:sonal@gambleaware.org).