



The Institution of  
Engineering and Technology



# Creating a world of better opportunities

## Job description

### **Event Logistics Manager**

Hybrid - Stevenage

Permanent

Grade 7

Full Time - 35 Hours per Week

**Reports to:** Event Logistics and Development Manager

## Where the role fits

This role is part of the Events team, within the Operations Team, that is responsible for the operational delivery of exceptional IET event experiences.

The role of the Operations team is to define and deliver the operational strategy that enables the delivery of high-quality, cost-effective services, providing input into the product roadmap, with the Portfolio and Product Management team (PPM) and the Engagement and Growth team (E&G).

The Events team are responsible for ensuring the smooth operation of both in-person and virtual events, creating seamless experiences, and providing value to delegates, sponsors, exhibitors, and the IET.

## Purpose of the role

The Event Logistics Manager is responsible for planning and delivering both in-person and virtual events. The role will create seamless event experiences, maintaining quality across all materials and tasks, alongside identifying opportunities to add value for delegates, sponsors, and exhibitors. Additionally, the Event Logistics Manager will oversee and manage event-related Health and Safety practices, including risk assessments, and will ensure professional delivery at every event, whether on-site or online, ensuring events are delivered to budget.

Within the role stakeholder collaboration is key, and the post-holder will need to have excellent communication skills and attention to detail, with the ability to manage multiple workstreams and events simultaneously.

## Our five behaviours

Created by our people – for our people; our behaviours underpin much of what we do and reinforce the type of organisation we want to be. They're an integral part of how our performance is managed and how we recognise great work, and map across our learning and development offering too.

You will seek to bring our behaviours to life in all that you do:

- **Include everyone**
- **Do your very best**
- **Take full ownership**
- **Work well with others**
- **Openly communicate**

## Main duties and responsibilities (not necessarily in priority order)

- Plan and deliver both in-person and virtual events, ensuring all aspects are managed effectively.
- Manage event budgets with a strong focus on budgeting and cost control.
- Build and nurture strong working relationships with internal and external stakeholders, collaborating with IET volunteers, suppliers, and colleagues to clarify and align roles and responsibilities.
- Ensure the timely completion of all event-related tasks, virtual environments, and materials, maintaining a high standard of quality throughout.
- Attend both in-person and virtual events organised, ensuring the professional delivery.
- Proactively identify and implement opportunities to enhance the experience for delegates, exhibitors, sponsors, and the IET, adding value to all event formats.
- Maintain in-depth knowledge of event-specific Health and Safety requirements, including the preparation and monitoring of comprehensive risk assessments.
- Any other duties as are reasonable as per the skill and experience of the post-holder.

The following generic responsibilities would also apply to the role. Specific responsibilities will vary depending on the department and level of seniority.

- **Apply specialist knowledge and skills:** You'll leverage your in-depth knowledge and expertise in a specific field to deliver essential tasks and services that contribute to the smooth running of the IET.
- **Perform specialist tasks accurately:** You'll independently execute a diverse range of specialist tasks under general supervision, ensuring accuracy, efficiency, and adherence to established procedures.
- **Contribute to continuous improvement:** You'll actively participate in the ongoing development and improvement of the IET by applying your specialist knowledge and suggesting innovative solutions.
- **Collaborate effectively:** You'll work closely with colleagues from various departments, fostering a collaborative and inclusive environment where open communication leads to achieving shared goals.
- **Provide valuable expertise:** You'll act as a resource within your area of specialism, sharing your knowledge and expertise to support your team and contribute significantly to the overall success of the IET.
- **Develop and motivate teams:** For manager roles, you'll be responsible for coaching, motivating, and facilitating the learning and development your team to achieve their full potential, fostering a positive and inclusive work environment.

## Skills and experience required

- Proven experience in planning and delivering all aspects of both in-person and virtual event organisation. Experience of working with event sponsors and managing exhibition logistics would be highly desirable.
- Experience managing speakers for both virtual and in-person events, including stage management and presentation coordination.
- Knowledge of various virtual event platforms, with hands-on experience managing events through these systems.
- Proven problem-solving abilities, with a creative and lateral approach to identifying and implementing effective solutions.
- Ability to manage event budgets and apply negotiation skills to maximise value.
- Excellent stakeholder engagement and communication skills; experience working with volunteers would be highly desirable.
- Training in, or knowledge of, event-specific Health and Safety practices, including risk management.
- Willingness to travel within the UK and overseas, with availability to stay overnight and/or work weekends as required.
- Understanding of publishing processes and their application within event contexts, and knowledge of social media platforms and their application in event promotion and engagement would be desirable.

The following generic skills and experiences would also apply to the role. Specific requirements may vary depending on the department and level of seniority.

- **Lifelong learning:** You'll demonstrate a willingness and flexible approach to learning and adapting to new tasks and responsibilities, staying current with industry trends and developments.
- **Leadership and motivation:** Where required, experience in a role is demonstrating strong leadership, motivational abilities, and the ability to delegate effectively.
- **Teamwork and independent work:** You'll be a strong team player with the ability to work independently and take initiative when required.
- **Effective communication:** You'll possess excellent written and verbal communication skills, ensuring clear and concise communication with colleagues and stakeholders.
- **Organisation and time management:** You'll demonstrate strong organisational and time management skills, effectively prioritising tasks and meeting deadlines consistently.
- **Positive and collaborative work environment:** You'll be passionate about creating a positive and inclusive work environment, fostering collaboration, and contributing to a supportive team atmosphere.
- **Proficiency in IT tools:** You'll be proficient in Microsoft Office applications and demonstrate a willingness to learn and use any applicable support systems, including CRMs and databases.

## Document control

<i>Authorised by</i>	<i>Job Title</i>	<i>Date</i>
<i>Head of Department / Team</i>	<i>S.B, Event Logistics and Development Manager</i>	<i>01.2025</i>

<i>Strategic People Partner</i>		<i>01.2025</i>
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*This job description is not intended to include specific tasks, temporary activities or projects but aims to describe the overall purpose and outputs for the role and may be subject to change. Using this role profile, specific success objectives will be part of the ongoing performance conversations with your manager throughout the year.*

*It's the expectation that you will understand and keep up-to-date with all IET mandatory policies and appropriate training, including data protection and data handling, as well as current Health and Safety policies.*