



Events & Campaigns Executive

Organisation:	Ecctis Ltd.
Office Location:	Cheltenham, Gloucestershire, UK
Hours of Work:	Monday to Friday 8.30am - 5.00pm or 9.00am - 5.30pm.
Starting Salary:	£22,000
Benefits:	25 days annual leave in addition to statutory bank and public holidays. Company Pension scheme; the Company will match employee contributions up to a maximum of 6% of basic salary in the first year. Then the scheme becomes non-contributory with employer contributions of 10% leading to 20% based on years' service. Life assurance of 3 x basic salary for members of the pension scheme. Bupa Private Health Care Scheme with employee contribution Employee Assistance Programme to support employee health and wellbeing

Ecctis Ltd is the UK national agency for information and expert advice on international qualifications and skills. The work is interesting and the atmosphere is lively, friendly and supportive.

We are looking to recruit an ambitious and energetic Events & Campaigns Executive to perform the following duties:

- Carry out marketing campaigns to attract delegates to Ecctis events via email, social media, newsletters and our website
- Handle the logistics and administration for online and face to face events including hosting digital events, booking physical venues and catering, liaising with speakers and delegates, managing event folders and inboxes
- Drive post-event analysis to ensure continuous improvement of our offering
- Finding, working with and supporting speakers and sponsors to ensure commercially successful events
- Helping to convert event sponsors and other industry customers into meaningful partnerships, where they purchase a wider range of Ecctis services

Able to travel frequently within the UK and occasionally overseas.

Main Responsibilities

Events and Campaigns Delivery:

- Present specialist advice to delegates, sponsors and commercial partners at Ecctis Ltd. and third-party events (including the annual conference).

Sales & Business Development:

- Development and delivery of an attractive training and event portfolio, including the annual ENIC conference.
- Successful achievement of Business Development targets for delegate attendance, sponsorship and commercial partnerships.

Person specification

Essential	Desirable
Qualifications	
	<p>A degree from a UK University Bachelor, Masters, Post Graduate or Doctorate</p> <p>Sales Management qualifications</p> <p>Training qualifications</p>
Skills, attributes and experience	
	Sales experience within relevant sectors: further and higher education, or international education; or recruitment
	Experienced in the successful development and delivery of high impact innovative bespoke and standard training for a range of audiences, achieving very positive feedback and positive evidence of the effectiveness of the training.
Excellent consultative skills, able to listen to and understand a clients' needs and develop bespoke training which meets those requirements	
	Experienced presenter able to effectively deliver impactful presentations to clients and answer their questions
Excellent communicator, charismatic, assertive, professional and credible when dealing with clients	
Highly motivated, tenacious, driven, and determined to achieve and exceed sales targets set.	
Highly organised, with excellent planning skills and the ability to multi-task and work effectively under pressure whilst maintaining high quality standards.	
Ability to quickly develop a thorough understanding of Ecctis' markets and products	
Very strong interpersonal skills able to create and maintain good relationships with colleagues and stakeholders of all levels	
IT Literate able to effectively use Microsoft Office: Word, Excel, PowerPoint, Outlook; to conduct internet research; experience of using Survey Monkey, Mail Chimp and CRM database or similar systems.	

Please note: All applicants must hold a current permit or visa showing their right to work in the UK.

To apply: Email your CV and covering letter to recruitment@ecctis.com