

The Agri-Tech Catapult

JOB DESCRIPTION

Job Title:	Events Officer
Reports to job title:	Membership Events Manager
Department	Marketing and Communication
Location:	Midlands hub/ Hybrid
Salary	£28000 - £30000

Job Purpose

Reporting to the membership and events manager, the events officer will engage closely with UKUKATC staff, partners and stakeholders as well as the wider Agri-Tech community to plan, coordinate and support on a range of on and offline events. The Event Officer will also work with key stakeholders within the business to ensure events are successful, align with the marketing strategy and therefore attract the correct target audience and generate business leads.

Main Duties

- Booking, coordinating and overseeing UKATC's attendance at external trade events
- Organising/planning/assisting with internal UKATC events such as workshops, commercial events and partner events
- Organising and assisting with virtual online events including webinars
- Supporting with attendance at all of the above events when required
- Sharing interesting industry events with UKATC colleagues and working alongside colleagues to disseminate such opportunities within the UKATC network
- Provide monthly reports detailing success, highs / lows and other metrics
- Work alongside wider marketing team to promote and highlight all event activity across the full marketing mix including social media and online content
- Ensure suitable event and exhibition equipment and collateral is available and in working order
- Support wider ad hoc marketing activities when required in line with business needs

Qualifications, Skills and Experience

- A qualification in Marketing, Media Studies or Communications is desirable
- Events management
- A track record in supporting events
- Enthusiastic and self-motivated.
- Ability to work autonomously and to strict deadlines.
- Efficient and attentive to detail.
- Excellent communication both written and orally.
- A positive "can-do" attitude.
- Computer proficient.
- Experience of writing risk assessments for events.
- The ability to work under pressure and achieve deadlines.

Additional Information

Travel within the UK and to attend a range of industry events when required.

Application Process

To apply for this position, please visit the following [link](#)
Applications must be submitted by 31st July 2024.