



# Deputy Events Manager Recruitment Pack December 2024



## Deputy Events Manager

Salary: £29,351 - £33,208 depending on experience

Location: Central Newcastle (with flexibility to work from home on Fridays)

Hours: Full-time, 36 hours per week

Closing Date: 12:00, Noon, Thursday 9 January 2025

## Make a Difference with Schools North East

Schools North East is a dynamic, purpose-driven charity that champions the education sector across the North East. Representing a collaborative community of over 1,150 member schools, we are committed to being the Voice advocating for schools, the Glue fostering collaboration, and the Bridge connecting education with the wider world.

As Deputy Events Manager, you will play a pivotal role in shaping and delivering a high-profile events program that is central to our mission and a key income stream for the charity. From major conferences like the Schools North East annual Summit to webinars and bespoke training sessions, your work will directly contribute to creating opportunities for schools, influencing education policy, and strengthening our community. This is an exciting opportunity for a creative and organised professional to make a tangible difference while contributing to the charity's growth and success.

## Why Join Schools North East?

At Schools North East, we believe in empowering our team to thrive professionally and personally. Working here offers a unique opportunity to be part of a supportive and collaborative organisation that values creativity, innovation, and integrity. You'll find your work purposeful, knowing that every event you help deliver impacts the education and life chances of children across the region.

We also invest in our staff, offering a tailored program of CPD opportunities to help you grow and excel in your career. From attending training and networking events to gaining hands-on leadership experience in innovative projects, you'll have the chance to advance your skills in areas like sponsorship development, digital event management, and stakeholder engagement.

Our inclusive working environment is designed to support our team, with 30 days' annual leave plus bank holidays, and a vibrant office culture in central Newcastle.



## About the Role

In this role, you will support the Events Manager in the planning, delivery, and evaluation of a comprehensive events program that serves thousands of educators, school leaders, and stakeholders each year. You will take ownership of specific events, ensuring that every aspect – from logistics to delegate experience – is executed to the highest standard.

Creativity is a cornerstone of this role. We are looking for someone who can bring fresh ideas to the table, whether that's designing new event formats, developing sponsorship opportunities, or identifying untapped areas of interest for our audiences. Your contribution will not only enhance the charity's events offering but also generate vital income to support our mission.

Collaboration is key. You'll work closely with colleagues across Schools North East, as well as with external partners, sponsors, and stakeholders. Building strong relationships and understanding the needs of diverse audiences will be central to your success.

Operational excellence will underpin your work, whether you're managing budgets, coordinating event logistics, or supporting the Events Manager in ensuring smooth execution. Post-event, you'll play a role in evaluating outcomes, gathering feedback, and identifying opportunities for continuous improvement.

## Who We're Looking For

We are seeking a dynamic and organised individual with a passion for delivering impactful events. You should have a proven track record in event management, with experience spanning planning, execution, and evaluation. Strong communication skills are essential, as is the ability to build and maintain relationships with a wide range of stakeholders.

Creativity is highly valued in this role. We are looking for someone who can think outside the box, bring fresh ideas to our events program, and proactively seek out new opportunities for sponsorship and income generation. Equally, you must be detail-oriented and capable of managing multiple priorities with efficiency and precision.

While experience in the education sector is desirable, it is not essential. More important is your enthusiasm for Schools North East's mission and your ability to align with our values: collaboration, innovation, integrity, and excellence.



## **Our Values**

At Schools North East, our values are central to everything we do. Collaboration drives us to work effectively with schools and stakeholders to achieve shared goals. Innovation ensures that we are constantly challenging the status quo and embracing new ideas that deliver better outcomes. Integrity is the foundation of our work, guiding us to act with openness, honesty, and respect. Finally, excellence inspires us to strive for the highest standards in everything we do, ensuring that our work makes a meaningful impact.

These values translate into specific behaviors that we expect from all team members, including a proactive approach to problem-solving, a commitment to continuous learning, and a willingness to take ownership of responsibilities.

## **Professional Development Opportunities**

We are committed to supporting your professional growth. As Deputy Events Manager, you will have access to a range of CPD opportunities, including formal training sessions and the chance to attend external events to learn from industry experts. You will also have the opportunity to take on leadership roles within projects, helping you to develop skills that will benefit you throughout your career.

Schools North East values creativity and innovation, and we encourage all team members to bring their own ideas to the table. Whether you're developing a new event concept, exploring potential sponsorship opportunities, or refining operational processes, you'll have the freedom and support to make your mark.

## **How to Apply**

If you're ready to make a difference and contribute to the success of Schools North East, we'd love to hear from you. Please send your CV and a cover letter explaining how your skills and experience align with this role to [recruitment@schoolsnortheast.com](mailto:recruitment@schoolsnortheast.com)

We are committed to building a diverse and inclusive team. Applicants from all backgrounds are encouraged to apply.