

International Association of Event Hosts

Crown House
27 Old Gloucester Street
London
WC1N 3AX
United Kingdom



Job Description Business Manager

Background

The International Association of Event Hosts (IAEH) exists for representatives of international destinations to collaborate together to generate the best possible value from hosting major sporting and cultural events, and provide a voice for 'not for profit' hosts of events.

IAEH provides a platform for members to learn from the successes and challenges of major events, share knowledge and generate greater long term social and economic benefits from hosting events.

IAEH has representation across the globe and operates with minimal bureaucracy and cost by co-locating meetings alongside existing industry events and using digital communication (www.eventhosts.org).

IAEH is managed by a board of directors made up of volunteer representatives of member organisations. The board is currently formed of the following individuals;

- Chair: Susan Sawbridge (New Zealand Major Events)
- Al Kidd (Sports Events & Tourism Association – USA)
- Esther Britten (UK Sport)
- Lars Lundov (Sport Event Denmark)
- Paul Bush (EventScotland)
- Perttu Pesä (City of Tampere)
- Peter Hunt (Tourism and Events Queensland)
- Rick Traer (Sport Tourism Canada)
- Sally Edwards (Dubai Tourism)

An annual meeting for all IAEH members is held once every year and decisions of the board of directors are ratified by the members at this meeting.

Purpose of Role

The Business Manager will lead the IAEH's operations working closely with and reporting to the board of directors. The Directors and Business Manager are responsible for overseeing the activities under the following key workstreams;

- Finance
- Meetings & Education
- Content & Intellectual Property
- Communications
- Advocacy
- New Partnerships
- New Revenue
- Membership Attraction & Retention

Responsibilities

The Business Manager will take a lead role in the operation of the new organisation by;

- Liaising with new and prospective members and ensuring appropriate membership documentation is complete
- Proactively seeking and gathering appropriate knowledge and resources from member organisations

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- Updating the IAEH website with new members, news on IAEH activities, resources and other relevant content
- Creating opportunities to communicate IAEH and its work through media channels (inc regular Website, Twitter and LinkedIn updates)
- Creating and distributing newsletters and monthly insights through MailChimp
- Booking arrangements for, facilitating and recording outcomes from forthcoming member meetings at key industry events
- Organising and hosting webinars
- Facilitating members networking activities including virtual and physical events
- Developing partnership arrangements with like-minded organisations
- Compiling white paper research based on priority issues with support of members and partners
- Bookkeeping and liaising with accountants for annual accounts filing
- Writing and distributing Annual Report
- Supporting the chairman in ensuring the board functions efficiently and effectively; organising board meetings (inc writing agenda and minutes)
- Liaising with company services providers making sure agreements and subscriptions are active and up to date
- Keeping the company's register with the Companies House up to date
- Regularly monitoring and reporting on member satisfaction

Requirements

The successful candidate will demonstrate;

- Genuine interest and prior research into the benefits of hosting major sporting and/or cultural events
- Strong research abilities and experience of writing research reports and presentations
- Strong Microsoft Office knowledge
- Xero (accounting software) knowledge
- MailChimp (email marketing service) knowledge
- Excellent communication skills, both verbal & written, and ability to build relationships with people from diverse backgrounds and cultures
- Demonstrable administrative and organisational skills, including event management, website and social media management and diary management
- Strong attention to detail
- Ability to prioritise, multi-task and work on own initiative
- Ability to adapt to flexible working arrangements and manage own time effectively

Personal computing equipment for use during the period of employment required and prior employment in related fields desirable but not essential.

Terms of employment

- Permanent contract with 3 months' probation
- Initially part time (20 hours per week)
- Salary £35,000 pro-rata to hours worked
- Remote work using digital tools to handle tasks and meet directors