

Conference Manager

Responsible for the formation and delivery of all live conference content and supporting digital content series. Through a research-based and systematic approach, they will deliver compelling and engaging content for our global community.

- Enthusiastic self-starter with excellent initiative, strong work ethic and ‘can do’ attitude.
- Strong entrepreneurial spirit; highly motivated; with demonstrable ability to manage multiple projects and deadlines
- Creation of content via a research-led conference production process, including writing agendas, securing speakers, speaker liaison and communication and onsite delivery.
- Create compelling and relevant conference agendas that address key issues and trends within the industry. Identifying cutting-edge topics and recruiting high-profile speakers for keynotes and panel discussions for both live and virtual event series
- Keeping ahead of industry trends and information to showcase FESPA’s activities as a leading destination for key intelligence within the sector
- Advanced level of written communication skills, with the ability to create professional and engaging agendas, copy and content.
- Reach out and leverage a network of experts to write third party content pieces.
- Adhering to key production milestones (such as draft agenda, agenda at-a-glance, early confirmed speakers, full agenda) are met to a timely high standard
- Supporting digital content requirements for each campaign, typically including blog posts and speaker interviews to support community engagement, the marketing campaigns and the live event success
- Some international travel is required

Experience and Qualifications

- Solid evidence of ability to articulate ideas and key messages in an engaging manner by expertly using oral and written communication skills. Role holder will be able to demonstrate these qualities via in person, written and digital communication mediums
- Demonstrable ability to activate a variety of content types including; Podcasts, Vodcasts, Blog Posts, Infographics, How-to Guides, Social Media Posts, Webinars.
- Successful track record of taking a pro-active approach to writing innovative and compelling content for B2B audiences – demonstrable evidence of ability to horizon scan within the sector, identify topics on trend and new angles to inform the writing of original content to inspire and engage audiences

Qualities and Approach

- Demonstrable ability to work to tight deadlines, effectively prioritise own workload, and deliver against personal objectives to the standard and within the time frame agreed
- Demonstrable experience of flexibility within a changing working environment – evidence of adjusting to new ways of working and being prepared to adapt to changing demands and timescales.
- Solid evidence of excellent written and spoken English language skills including; editing, and proofreading skills, which demonstrate a keen attention to detail
- The role requires the role holder to travel to FESPA events and exhibitions both within the UK and internationally.

All applicants must submit their CV and covering letter to humanresources@fespa.com by Friday 6th December.