

## **Events Officer**

**Salary package: £26,000 pa**

**Location: HouseMark office, Coventry**

HouseMark is the social housing sector's leading provider of business intelligence services. We are the largest UK wide member network for housing organisations, providing access to an unparalleled customer base.

Our strategy is to be the unrivalled source of housing data and insight in the UK housing sector and we have an exciting opportunity for an Events Officer to join our team to play a fundamental role in and contribute to the successful delivery of HouseMark's corporate plan.

Reporting to the Events Manager, this role requires a highly organised events professional with a passion for events and customer service to play a pivotal role in the delivery of our events programme.

Working closely with Events colleagues and the wider Marketing and Communications team, this varied role will see you project managing events from start to finish, responsible for pre-event sales and planning, budget control, supporting promotional activity, speaker management, on the day logistics and event follow-up and evaluation. Our varied events plan includes a mixture of conferences, seminars, exhibitions, specialist clubs, innovative learning programmes, training sessions and dinners.

Candidates must have at least 3 years' experience of planning and delivering events, preferably within a customer facing corporate environment, with experience of managing projects and contributing to the delivery of events on time and within budget. A relevant degree or qualification would also be desirable.

If you are highly organised with exceptional attention to detail, self-motivated, a team player and customer focussed, we'd love to hear from you.

### **The rewards**

In return for your commitment and enthusiasm, you can look forward to excellent working conditions in a progressive and growing company.

Staff benefits include:

- 28 days annual leave
- Social Housing Pension Scheme - defined contribution scheme
- Non-contributory accident and sickness cover
- Optional private medical insurance
- On site free parking

The closing date is 24 February 2019.

**How to apply**

For more information on the role and HouseMark please email [jobs@housemark.co.uk](mailto:jobs@housemark.co.uk) for a candidate pack.

Applications will be in the form of a CV and a supporting statement to [jobs@housemark.co.uk](mailto:jobs@housemark.co.uk).

**Further information**

For an informal chat about the post, please contact Tina Reid on 07522 224219.