



Job Specification

Events Officer

Contract:	Permanent
Reports to:	Director, Administration & Finance
Salary:	32k – 35k pa (depending on experience)
Hours:	9:15am – 5:30pm
Holidays:	23 days per annum

About FISITA

The International Federation of Automotive Engineering Societies (FISITA) is the non-profit world body linking the professional automotive engineering societies around the world. Our member societies in 37 countries represent over 160,000 automotive engineers. FISITA also has corporate members including 58 of the world's leading vehicle manufacturers, suppliers, technology and energy companies.

FISITA's mission is to share knowledge among the world's automotive engineers and contribute to the development of automotive technology world-wide. By helping engineers from different nations to work together, we help to move the automotive industry and the engineering profession closer to our shared goal of safe, sustainable, efficient and affordable mobility for everyone.

Our activities include the biennial World Automotive Congress and the annual FISITA World Automotive Summit, along with numerous other technical meetings, publications, networking services and programmes for students and young engineers.

Job Summary

To work with industry stakeholders to develop, plan, organise and execute first class international conferences and meetings which help exchange knowledge and contribute to the development of sustainable mobility world-wide.

Key Responsibilities

- Plan and execute conferences, seminars, meetings and other events from first concept through to final delivery, including budget management.
- Work with technical and organizing committees comprising industry experts to ensure the technical relevance and success of FISITA meetings.
- Develop viable event business cases and project plans for approval by management.
- Secure sponsorship for events where appropriate.
- Maintain, update and develop event web sites through the Content Management System.
- Maintain and develop database of potential speakers, delegates, exhibitors and sponsors.
- Devise marketing and publicity campaigns to promote FISITA conferences and events.
- Manage and provide secretariat support to the FISITA Technical Committee including provision of agendas, minutes and other supporting documents.
- Provide support and be the main point of contact between FISITA and the national organising societies for current and future FISITA World Automotive Congresses.

- Support the continuous improvement of the FISITA World Automotive Congress through the development, recording and dissemination of best-practice, including management of FISITA's Congress Guidelines.
- Facilitate cooperation between FISITA member societies in technical activities.
- Establish relationships with relevant external bodies for the purposes of contra deals and co-sponsorship.
- Carry out specific duties and projects as directed from time to time.

Employee Specification

Essential

- Degree (any discipline).
- Excellent spoken & written English.
- Minimum 3 years experience of delivering events for a membership body, institute or trade association.
- Experience of committee management.
- Practical knowledge of event marketing including the ability to write excellent copy for promotional material and correspondence.
- Experience of preparing and managing budgets.
- Experience of raising revenues from events, including sponsorship and exhibitions.
- Strong negotiating skills and experience of selecting and managing suppliers.
- Strong organisational skills, able to handle high volumes of work, challenging deadlines and be able to cope with several tasks concurrently.
- Calm under pressure with “can-do” attitude and flexibility to adapt to the needs of the business.
- Confident dealing with senior, global industry leaders in an international environment, with strong empathy for different cultures.
- Experience of managing staff such as temporary staff brought in to assist with local conference delivery.
- Highly developed IT skills including advanced proficiency in MS Word, PowerPoint, Excel, Outlook and Access.
- Experience of establishing and maintaining excellent working relationships with, amongst others, conference organising teams, service providers such as venue staff, designers, printers, AV specialists, committee members, exhibitors, sponsors, media, advertisers etc.
- Ability to prioritise workload and to work on own initiative as well as under direction and as part of a team.
- Accepts responsibility with high degree of professionalism, honesty and integrity.
- Willingness to undertake overseas travel and to work outside regular office hours as required.
- Interest in the automotive industry and mobility technology.
- Full driving licence.

Desirable

- Foreign language skills (especially German, French, Japanese, Mandarin)