

Events Manager

Job Description



Making a difference



Who we are

We are an international law firm with a focus on private capital at the intersection of personal, family, and business.

Our ability to understand people makes us who we are. We work together to build deep and trusted relationships that deliver meaningful value to our clients. We do this with empathy, attention, and clarity. No jargon, no attitude. We know what matters.



We are committed to running our business responsibly

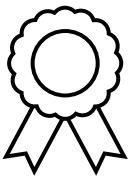
We recognise that our long-term success as a responsible business depends on the health and resilience of our people, our clients, our communities, and our natural environment. We are working hard to ensure that we make a positive contribution for all our stakeholders.

As part of this, we are committed to developing an increasingly diverse, inclusive, and supportive workplace environment where everyone can bring their whole selves to work, feel valued, feel that they belong and can fulfil their potential.



We understand the benefits of hybrid working.

We adopt a hybrid working approach, working on a 60/40 split of working in the office and working remotely. This arrangement is non-contractual, dependent on requirements of the role and subject to manager approval.



What we value

Our values represent who we are as a Firm. They are designed to guide the way we think, behave, speak, collaborate, and do business. Please see our four core values below.



Collaborative
we pull together



Committed
we drive performance



Authentic
we stay grounded



Forward-looking
we look beyond

Events Manager

The Events Manager will support the Business Development teams and fee earners through the planning and delivery of an effective and measurable events programme. The role will include a mix of responsibilities: delivering specific activities as detailed below, while managing a team of three. The events team organise a wide range of events for our UK and international offices, including client conferences, round tables and seminars, webinars, receptions, sports hospitality, client dinners held both in-house and at external venues, and a large bi-annual off-site partner conference.

The Events Manager will personally lead on high-profile and complex events, and in addition will be responsible for a busy and varied events calendar across multiple practice groups and UK and international offices, ensuring events are delivered on time, on budget and to a consistently high standard.

The core working hours will be 9.30am-5.30pm each day however, the team is expected to flex working hours to support events that run out of hours. You will be expected to work from the office 3 days per week to be aligned with the events calendar.

Roles and Responsibilities

- Work closely with BD colleagues and partners to shape event concepts that are client focused, aligned to Firm strategic priorities, and promote our brand. Create a plan of events for each financial year, collaborating with Client Development Managers and the Head of Client Development.
- Review event proposals as they arise with regards to their cost and value to the firm and present recommendations for each opportunity. Track regular (often annual) events and propose enhancements and efficiencies. Capture feedback and assess event outcomes to inform future planning and improvements.
- Plan and project manage events from start to finish, including bookings, equipment, managing invite lists, catering etc. and attend events as required to ensure smooth delivery. The Events manager will manage the Firm's more complex, high profile events, including international events, and will manage other team members supporting the full events calendar.
- Manage all event related communications, from invitations through to post event follow up and internal promotion. Communicate effectively with Business Development team members and fee earners regarding upcoming events. Utilise the Firm's intranet. Maintain an events calendar to be shared with senior stakeholders and maximise internal attendance at events.

- Oversee team in creating and monitoring the budgets for these events. Ensure cost effective delivery and adherence to set budgets; set up new suppliers, manage payments, handle invoice queries, liaising with budget holders and finance team.
- Use Vuture (email marketing system) and InterAction (CRM system) to manage the event invite process; regularly review the effectiveness of this and implement developments and improvements as required.
- Produce copy as required for event invitations and supporting materials. Manage event materials, merchandise and collateral, and feedback requests, ensuring quality and consistency.
- Create and implement a standard follow-up programme for all events, designed to measure value for money and return on investment. Provide reports on attendance rates, engagement levels and follow-up activity and successes.
- Produce and maintain best practice guidelines for the smooth running of smaller or non-client events where the events team is not in attendance and provide advice and guidance to other teams in the firm as required, e.g., HR team.
- Share best practice and collaborate with colleagues across Marketing and Business Development internationally. Provide support to other team members for podcasts and webinars.
- Maintain accurate event records, mailing lists and data using CRM and related systems. Manage a logical filing system for each event, utilising the Firm's central document storage facilities.
- Oversee conference attendance, hospitality, and related activity.
- Manage and mentor Events Executives (x2) and Events Assistant in all day-to-day duties.
- Build strong relationships with venues and external suppliers.
- Research the marketplace to keep up to date with developments in events delivery, use of technology etc.

Skills and experience

- Proven experience in events management, to include experience in planning, budgeting, follow up activities and reporting as well as 'on the day' management.
- Extensive experience of managing an Events team.
- Experience delivering events within a professional services environment.

- High level organisational skills and able to prioritise workloads, manage multiple projects and negotiate deadlines, often working with people cross site and in virtual teams.
- Strong communication skills and excellent attention to detail
- Experience of working with senior stakeholders and external suppliers
- Experience managing budgets and evaluating event outcomes.
- Familiar with virtual and hybrid event platforms
- Experience using Vuture and InterAction is desirable but not essential.
- Previous experience using email marketing and CRM systems is essential.

Person specification

- Practical, calm and solutions focused, particularly in live event environments.
- The confidence to suggest solutions, recommendations, and alternative ideas.
- Ability to embrace and promote a culture of excellence and service delivery for our clients.
- Flexible and adaptable, comfortable with change
- Practical and hands-on, yet able to take a proactive, imaginative, and strategic view about events support.
- Good persuader and confident presentation skills
- Comfortable working to short deadlines, with variable dependencies
- Exceptional team player, not afraid of being visible on a project.
- Enthusiastic and positive attitude
- Adhere to the firm's core values through working relationships, attitude, and behaviour.
- Creative approach to meeting challenges and opportunities

Competencies

- Working together
- Inclusive
- Driving high standards
- Client - centric
- Integrity and respect
- Personal impact and growth
- Commercial mindset
- Responsible Business

Contact

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This job description is not rigid or exclusive and may be adjusted at any time in consultation with the Partners and/or Director of HR to meet the needs of the Firm or the post holder. There is constant review and adaptation to meet the changing needs of the Firm.

Please note in respect of our UK offices, any offer of employment will be conditional upon the successful candidate having the right to reside and work in the UK. In respect of the overseas offices any offer of employment will be subject to being able to obtain the relevant visa. Charles Russell Speechlys is committed to its effort to ensure there is no modern slavery or trafficking in their organisation or supply chain, details can be found on our Modern Slavery Statement. Charles Russell Speechlys is an equal opportunities employer. We respect and support diversity within our workforce.