



Red Tractor Assurance

EVENTS MANAGER

JOB DESCRIPTION

Line Manager: Head of Communications

Location: TBC

Job Purpose

This is an exciting opportunity for an experienced events professional to join Red Tractor's Communications and Engagement team, in a newly created role.

The Events Manager has the crucial role of managing and delivering a dynamic programme of Red Tractor led events, as well as overseeing Red Tractor's presence at key stakeholder events held online and at various locations across the country.

Main Accountabilities

The post holder will be responsible for managing and delivering a programme of events to steward the Red Tractor's membership and stakeholder relationships.

Events may include MP Visits, talks, dinners, receptions, webinar and townhalls.

Tasks will include securing the date, speakers, agreeing the topics, compiling the guest list, sending invitations, managing RSVPs, obtaining supplier quotations, liaising with internal and external stakeholders, writing detailed schedules/briefing notes, producing printed collateral, running the event, and undertaking post-event follow up as necessary.

The Post Holder will:

- Be an excellent communicator and creative thinker, with an ability to use both data and intuition to inform decisions
- Be able to work to tight deadlines
- Be a team player able to work with multiple business functions, to deliver communications for multiple audiences- consumers, farmers, food businesses and influencers
- Be able to work with key stakeholders and food businesses to deliver positive messages about the benefits of assurance to members and the British food and farming
- Manage the administration of the events diary
- Secure event dates for the coming year with consideration of other industry events in the calendar, senior team availability and stakeholder presence



- Oversee a number of smaller events, advising on logistics
- Create event briefing documents for internal use and contribute to guest-research when appropriate
- Work with the communications manager to deliver effective media and social media relations for all events

This is not, however, an exhaustive list of duties and the post holder will undertake any other reasonable additional duties as required by the Head of Communications

What we're looking for

- A positive, tenacious, can-do Events Manager who is keen to learn fast, has a strong attention to detail and fantastic organisational skills
- Excellent written and verbal communication and interpersonal skills, with the ability to adapt at dealing with people and to build positive working relationships at all levels
- Proven previous event management experience ideally gained within the food sector and farming organisation
- Someone who can find creative ways to utilise Red Tractor's resources to engage industry and stakeholders
- A self-starter with the ability to think on one's feet, be adaptable and reactive and recognise when changes need to be made in a moment's notice
- Experience of, or empathy with, British food and farming

Working Hours and Benefits

- This position will work a total of 37.5 hours week. Your normal core working hours are 9am to 5pm, Monday to Friday. It may, however, be necessary to work outside of these hours to meet the demands of the business.

To Apply

- Please submit a CV and a covering letter to rebecca.miller@redtractor.org.uk by 16 May 2022.