

Events Manager

About the role

Three Rings runs a variety of events for our volunteers, ranging from social activities to training to working retreats for specific teams. The role of the events manager is to arrange all the logistics of these events, and liaise with the executive committee and attendees to ensure that our events are meeting the needs of our volunteers and the company as a whole.

There is a potential in the future to get involved in organising large scale conferences for Three Rings clients.

The events manager will report directly to our managing director, and can call on the executive committee for support if needed. We have established relationships with several venues, although other ideas are always welcome!

Responsibilities

- Arrange venues, social excursions, catering and other logistics for specified events
- Work to set budgets, and feed back into future budgeting decisions
- Keep all volunteers informed about relevant events and take feedback about the events we offer
- Arrange logistical cover on site (either in person or through delegation) for all company events

Who we're looking for

Our ideal events manager will be enthusiastic about running great events and will care about the happiness of our volunteers. Useful attributes include great organisational skills, an eye for detail and a willingness to get involved in anything that needs an extra pair of hands.