

Events Lead Responsibilities

- Liaise with each Hub Lead to agree plans for events and ensure that all events align to the strategic objectives of the Board;
- For larger scale regional events, such as Scotland/Midlands conferences, where the CMI Events team hold overall responsibility for the planning and delivery of these events, the Lead will be responsible for establishing and running a Board working group to work with/support the CMI Events team in the planning, preparation and delivery of the event;
- Liaise with the CMI Regional Support team and Hub Lead(s) to coordinate surveys/event evaluations to members to ensure activities and events are of real value to members;
- Coordinate with Hub Lead to prevent clashes of dates or duplication with Board and Hub events;
- Share event information with the Communications & Social Media Lead and central CMI in time to meet relevant communication deadlines;
- Assist with the preparation of the annual Operating Plan.

Events Lead Person Specification

Skills, knowledge and experience required/desirable

At CMI we are seeking volunteers with a range of skills, knowledge, experience and attributes that are both role specific, but that also facilitate and enable the volunteer to effectively contribute to the overall workings of a Regional/Devolved Nation Board, and be an integral member of the Board team.

Specific

- Ability to oversee, organize and deliver events aligned to the CMI strategic objectives that will make an impact to a target audience;
- Ability to prepare budgets, ensure adherence to cost and source/negotiate with vendors and suppliers;
- Coordinate with CMI HQ all operations, and lead promotional activities for the event;
- Ensure event is completed smoothly and actions are taken to resolve any problems that might occur;
- Setting, communicating and maintaining timelines and priorities on every project;
- Analyse the event's success and prepare reports.

General

- Demonstrates high levels of professionalism, acting as an ambassador of CMI at all times, and commitment to the core values of CMI, ie: to be 'Professional', 'Progressive', 'Passionate' and 'Practical';
- Demonstrates a strong commitment to the aims and priorities of CMI and an understanding of the issues of interest to members;
- An ability to lead and influence others to ensure agreed priorities are delivered;
- A good team worker, able to effectively work in partnership with other Board members, yet also able to work with a high degree of initiative, resourcefulness and flexibility;
- Be able to build strong and positive relationships with all Board members, gain an understanding of their portfolios, and work collectively with a team of diverse people;
- An ability to work collaboratively with CMI HQ teams to build mutually beneficial relationships;
- Strong organisational, administrative and communication skills, and an ability to juggle the demands of the volunteer role alongside other commitments, whilst focusing on key issues and responding with sound advice;
- A commitment to your own continuing professional development.