

**Design Business Association**  
35-39 Old Street London EC1V 9HX

Tel +44 (0) 20 7251 9229 [enquiries@dba.org.uk](mailto:enquiries@dba.org.uk)  
Fax +44 (0) 20 7251 9221 [www.dba.org.uk](http://www.dba.org.uk)

# Events and Programmes Manager

**dba**

# Events and Programmes Manager

## **The Design Business Association (DBA)**

Founded in 1986, the Design Business Association is the trade association for all those working in the field of design, supporting them and championing the transformative power of design. Our membership consists of over 450 design consultancies and design-driven businesses including many of the brightest and most respected names. The bridge between design and business, the DBA is committed to promoting the use of design at a strategic level to solve business and societal problems.

Membership of the DBA represents a commitment to effective design, a belief in quality, of good working practices and of collegiate sharing of best practice. Through our programmes, services and activities, we train, educate, recognise and celebrate the power of effective design and professional practices in small and large organisations globally. We know that design is an economic force and source of global influence and we are working with our members, and the wider industry to ensure that the challenges that lie ahead for the industry are opportunities to position design firmly as a strategic business competence.

## **The role and responsibilities**

Working in an exciting and dynamic industry, with inspiring and market-leading design professionals, your role will be to develop and ensure the successful delivery of an exciting suite of programmes including member events, professional development and the DBA Design Effectiveness Awards.

You will manage and implement day-to-day processes and lead all activity through a thorough briefing, development and production process. You will be required to get under the skin of the design industry to develop and deliver successful event concepts and will be involved in the development of new events and courses for the design sector. You will be responsible for managing the Design Effectiveness Awards across all its key stages and for event managing and delivering the black-tie ceremony (c500 guests) to the level of quality its reputation demands.

This is a fast-paced and busy role, which requires a confident and experienced project and events manager with first rate management and communication skills. You must be adept at dealing with senior business figures and have the ability to quickly develop deep understanding of the design sector.

## **Key tasks**

### **DBA Events**

- Research, develop and project manage an on-going programme of events that are authoritative, stimulating and professional, contributing to DBA member satisfaction, retention and recruitment.
- Manage project budgets, delivering within budget and to target.
- Ensure speakers are briefed and prepared to provide effective presentations and materials.
- Supervise, direct and coordinate the activities of team members and suppliers as required to successfully execute all aspects of the event on the delivery day.
- Anticipating problems, trouble-shooting and smoothing issues relating to the successful execution of individual events and the event programme as a whole.

### **DBA Design Effectiveness Awards**

- Plan, project manage and implement all activity across the Design Effectiveness Awards programme.
- Lead the Call for Entries process including reviewing all guidance documentation and liaising with the external design agency over the look and feel of the marketing materials.
- Identify and approach judges to be involved in the awards.
- Lead the judging process ensuring confidentiality is maintained at all times.
- Procure trophies for the winners, working with the supplier to ensure the highest quality.

- Project manage and produce the Design Effectiveness Awards ceremony, a black-tie dinner for 500 people.
- Maintain a record of all potential improvements, deciding which to prioritise and action in conjunction with the Head of Programmes.

### **Professional Development**

#### *Training workshops*

- Curate and develop an on-going programme of professional development workshops that are engaging; contribute to member satisfaction and retention; and up-skill the design industry.
- Continually seek improvements to the training offering by keeping up to date on trends, competitors and new thinking around professional development.
- Brief the marketing team and liaise with them to monitor bookings.
- Develop and promote the in-house training programme.
- Evaluate workshops and use the results to inform the DBA's approach and strategy to professional development.

#### *twenty/twenty*

- Manage the DBA's flagship mentoring programme, twenty/twenty, working closely with the programme consultants and participants to uphold the quality of the programme.
- Brief and liaise with the marketing team as required to promote the scheme and secure the requisite number of participants.
- Identify senior level industry figures that would make suitable mentors, working with the CEO and senior management team to secure their involvement.

### **General**

- Produce timely and accurate narrative and financial reporting as required by the Head of Programmes.
- Ensure a high quality of output as standard.
- Ensure that the quality of DBA programmes are continuously maintained and developed, scrutinising each production/activity in order to ensure the expected level of innovation, quality, creativity and participant experience is being achieved and capturing the lessons learned from each activity and implementing improvements.
- Identify and develop relationships with key strategic partners in the industry, including potential speakers, judges and mentors.
- Work with the Head of Programmes to contribute to the development of DBA programmes in line with core DBA strategy.
- Assist across any other activities as required by the Head of Programmes.

### **Person specification**

- Strong and demonstrable experience of developing and producing events. Ideally 4+ yrs
- Experience of delivering several projects simultaneously, on time and on budget.
- Proven ability to respond positively in a pressurised environment and adopt a positive approach to problem solving.
- Strong interpersonal skills and the confidence and ability to liaise and negotiate at a senior level.
- Have demonstrable experience of handling sensitive and confidential information.
- Ability to work across teams in a collaborative manner and to proactively engage colleagues on projects and initiatives.
- Excellent organisational skills and a keen attention to detail.
- Demonstrable proactive approach that is both resourceful and creative.
- Confident decision maker and people manager.
- A strong collaborative and professional approach with the ability to quickly build and maintain strong working relationships.
- A rich network of contacts and suppliers.
- Experience of a membership organisation is desirable but not essential.

### Key details

Salary: £28-£32k per annum dependent on experience

Contract type: Full time, permanent

Reporting to: Head of Programmes

Based at: Design Business Association, 35-39 Old Street, London EC1V 9HX

Holiday: 25 days per annum pro rata

Benefits:

- 25 days holiday
- Free fruit in the office
- Free weekly team breakfast
- Regular team building events from Friday drinks to away days
- Office environment includes breakout spaces, music, refreshments and ping-pong
- Central London location
- Chance to be at the centre of the design industry

Please note that due to the nature of the role, some out of hours working is required.

### To apply

Please email Pamela Pick ([pamela.pick@dba.org.uk](mailto:pamela.pick@dba.org.uk)) with a CV and covering letter detailing how you meet the requirements of the post.

CVs without a cover letter will not be reviewed.

Please note we will be interviewing on a first come first serve basis.

Deadline for applications: **5.00pm Monday 16 October 2017**