

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

Tel +44 (0) 20 7251 9229 enquiries@dba.org.uk
Fax +44 (0) 20 7251 9221 www.dba.org.uk

Events and Programmes Manager

dba

Events and Programmes Manager

The Design Business Association (DBA)

The DBA champions the value and effectiveness of British design – addressing the opportunities and challenges faced not just by the design world but by industry across the board.

The fastest growing sector of the UK economy - the Creative Industries contribute over £100 billion in gross value added – that’s more than automotive, aerospace, life sciences, and oil and gas combined.

Over 450 design consultancies and design-driven businesses, including many of the brightest and most respected names, make up our membership.

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.

About you

Working in an exciting and dynamic industry, with inspiring and market-leading design professionals, your role will be to develop and deliver an exciting suite of programmes. From member events to market leading professional development to the prestigious DBA Design Effectiveness Awards, no two days are ever the same.

You will manage and implement day-to-day processes and lead all activity through a thorough briefing, development and production process. You need to get under the skin of the design industry to develop and deliver successful event content and will be involved in the development of new events and courses for the design sector. You will be responsible for managing the DBA Design Effectiveness Awards from the entry process, through a rigorous three stage judging process, shortlist announcement and project 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, and we’re looking for 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 be able to quickly develop a deep understanding of the design sector.

Key tasks

- Research, develop and project manage an on-going programme of events and professional development workshops that are authoritative, stimulating and professional, contributing to DBA member satisfaction, retention and recruitment.
- Plan, project manage and implement all activity across the Design Effectiveness Awards programme including leading and running the entry and judging processes.
- Manage project budgets, delivering within budget and to revenue targets, monitoring spend and delivering change where appropriate to drive success.
- Ensure speakers are fully 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.
- Identify and develop relationships with key strategic partners in the industry, including potential speakers, judges and mentors.
- 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.
- Work closely with the communications team on tactical marketing plans to achieve event targets.

- Work with the Head of Programmes to contribute to the development of DBA programmes in line with core DBA strategy.
- Line manage and actively develop the Programmes Coordinator.
- Produce timely and accurate narrative and financial reporting as required by the Head of Programmes.
- Develop and maintain high quality of output as standard.
- Assist across any other activities as required by the Head of Programmes.

Person specification

- Passionate about events with 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.
- Self-starting and able to take initiative to keep projects on track and improve processes.
- Strong interpersonal skills and the confidence and ability to liaise and negotiate at a senior level.
- 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.
- Experience of a membership organisation is desirable but not essential.

Key details

Salary: £32-35k per annum dependent on experience

Contract type: 1-year fixed term contract. The DBA is a growing organisation, if you can prove yourself to be essential to the business, there could be an opportunity to remain in post or move to other roles within the business.

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 and a well-stocked food cupboard.
- Free weekly team breakfast every week.
- Regular team building events, from Friday drinks to away days.
- Opportunity for flexible working to be considered.
- 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, although you will not be expected to exceed weekly hours of 37.5.

To apply

We'll be reviewing applications on a first come, first served basis and want to make the appointment as soon as possible, so apply today.

Please email Natasha Papa, Head Programmes, (natasha.papa@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.