

**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**

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The Design Business Association (DBA) is the trade association for the design industry. We represent a vibrant community of design agencies and in-house design teams. Founded in 1986, the DBA was set up by the industry for the industry to promote professional excellence, champion effective design and foster a creative community of many of the brightest and most respected names in the design industry.

One way we achieve this is through our wide-ranging programme of member services that connect, inspire, and empower our design community. We run an extensive and varied programme of activity, from monthly online forums, webinars, and interactive training, through to regional in-person events. Our DBA Annual Survey report is the most comprehensive financial performance analysis and benchmarking tool in the UK design sector. Every year we deliver two celebrated flagship programmes, Twenty/Twenty business mentoring, and the DBA Design Effectiveness Awards, bringing the industry together around two of our core strategic pillars of advancing the leaders of effective design and ambitious talent. The DBA's third strategic pillar, advancing the creators of sustainable change, is an exciting area that we are actively developing our offer around.

The DBA serves the industry, and the staff team are here to listen, nurture, inspire and connect. We are a committed team of individuals who care passionately about championing design, who have the experience to leverage our collective power to make positive change, and who work tirelessly to see our members flourish. A key tenet of our culture is giving each member of staff the opportunity to bring their own expertise and skills to the team to make their individual impact on our work as we develop new aspects of our offer to the industry.

If you're an enthusiastic, tenacious, and confident professional, with demonstrable project and events management experience, we want you to join our team as Events and Programmes Manager.

## **The job**

As our Events and Programmes Manager, it will be your job to independently manage the delivery of our extensive programme of activity from end-to-end. Supported by both your line manager, the Head of Programmes and Marketing, and your direct report, the Programmes Coordinator, you will deliver and continuously develop the quality and relevance of our exciting suite of programmes.

## **About you**

We want to hear from you if you're proactive, very organised and detail-orientated, and you're able to demonstrate a track record of managing a complex programme of activities continuously, to a high standard.

As well as managing the planning and delivery of all DBA events and programmes, you will be responsible for content generation and development, and briefing and managing speakers. To that end you will need to get under the skin of our members, understand the way they work and the challenges they face so that you can deliver valuable and memorable experiences.

You'll be able to think critically, anticipate challenges, and drive continuous improvement. This is a fast-paced role, with high levels of responsibility, and no two days are the same.

There will be lots of support from the existing DBA team but high levels of self-motivation are essential. Whilst we work remotely, we are a close-knit team and we operate open lines of communication every day via Microsoft Teams with weekly optional co-working in central London.

### **What does the day-to-day look like?**

Join the DBA as our Events and Programmes Manager and you'll:

- Be responsible for the full end-to-end project management of all our online and in-person events and training, juggling a wide range of different activity from researching topics and speakers through to seamless on-the-day delivery.
- Research and develop thought-leading content for our series of monthly webinars that offer new thinking, guidance and debate around topics and issues on the industry horizon.
- Work with the Head of Programmes and Marketing to develop a stimulating series of in-person regional experiences for members that forge real relationships and serendipitous connections between local design teams.
- Identify and cultivate relationships with industry partners to enable the creation and delivery of innovative new programmes which deepen our relationships with other key organisations in the design industry and bring together new audiences.
- Lead and manage all activity across the DBA's three annual programmes; the Design Effectiveness Awards, the Twenty/Twenty mentoring programme and the Annual Survey Report. These well-established and market leading programmes have a year-round cycle of activity you will be responsible for.
  - Design Effectiveness Awards: oversee the entry and judging processes, as well as the online ceremony and the in-person black-tie ceremony.
  - Twenty/Twenty: recruit and work closely with mentors and mentees, coordinating training and participant management.
  - Annual Survey Report: collaborate with partners and colleagues to construct the survey, analyse results, and produce the final report.
- Anticipate problems, trouble-shoot and smooth issues relating to the successful execution of individual events and the events programme as a whole.
- Ensure that the quality of activity is continuously maintained and developed, scrutinising each aspect in order to ensure the expected level of innovation, quality, creativity and participant experience is being achieved, capturing the lessons learned and implementing improvements.
- Manage project budgets, delivering activity within budget and to revenue targets, actively monitoring spend and profitability and implementing change where appropriate to drive success.
- Line manage, actively develop and work closely with the DBA's Programmes Coordinator across delivery of all activity, maintaining exceptionally high standards.
- Report into the Head of Programmes and Marketing, producing timely and accurate narrative and financial reporting as required.
- Work with the Content Editor to continuously review and develop the DBA's member resources.

### **Skills and experience**

- Passionate about events with strong and demonstrable experience of developing and producing ideally both online and in-person events. Minimum 5+ yrs.
- Experience of delivering several projects simultaneously over a sustained period, on time and to budget.
- Proven ability to respond positively in a pressurised environment and adopt a positive approach to problem solving. Think on your feet.
- Experience in managing and developing team members.
- A strong collaborative and professional approach with the ability to quickly build and maintain strong working relationships.
- Self-starter and able to take initiative to keep projects on track and improve processes.
- Strong written and verbal communication skills, particularly in crafting engaging copy and the confidence and ability to liaise and negotiate at a senior level.
- Demonstrable experience of handling sensitive and confidential information.
- The ability to work across teams in a collaborative manner and to proactively engage colleagues on projects and initiatives.
- The ability to work independently and stay motivated in a remote role, demonstrating self-discipline, time management, and an approach that is both resourceful and creative.
- Excellent organisational skills and strong attention to detail.

- Confident decision maker and people manager.
- Experience of a membership organisation is desirable but not essential.

### **Key details and benefits**

Salary: £40k per annum

Pension: 5% Employer Pension Contribution

Vitality Medical Insurance

Contract type: Full time, permanent, flexible working environment (see below for further information).

While many of our events are online, we run a series of regional events around the UK which you will be expected to attend, so you would need to be able to get into Central London easily, whilst being willing to occasionally travel throughout the UK.

Reporting to: Head of Programmes and Marketing.

### **Holidays**

25 days per annum pro rata, plus an extra day off in the week of your birthday. We also have a flexible public holiday policy, so if you want to switch a public holiday entitlement to a later date in order to acknowledge events and festivities that are important to the celebration of your culture, beliefs, and identity, then you can.

### **Working environment**

We have been working remotely very effectively since March 2020 and we anticipate this to remain the case, but it is not out of the question that that could change in the future. These decisions are made as a team based on what is best for the business. Some of us work from home most of the time, whilst some of us prefer to work together or independently in shared workspaces in central London for some of the week. There is a budget available for you to choose what works best for you, and we encourage people to arrange to co-work together once a week.

We have quarterly cultural days when we down tools and spend time together socially, and we often attend industry events either with colleagues or individually.

### **How we work**

The DBA offers a flexible working environment with a focus on protecting your work life balance. We want to get the best out of our people, and to ensure this happens, we have a strong culture of trust and autonomy, with respect for each other and our individual ways of working.

We are currently a dynamic and growing team of 7 people who get a lot done. Playing to each of our strengths is important to us as a business; we know that's how we produce our best work. We expect a lot from ourselves and each other but we have a lot of fun too. We're looking to welcome a hard-working, friendly, and confident person to join our established and experienced team.

### **To apply**

Please email [natasha@dba.org.uk](mailto:natasha@dba.org.uk) attaching your CV and a covering letter which explains why you want this job and outlining how your skills and experience match what we're looking for.

**CVs without an explanatory cover letter will not be reviewed.**

Deadline for applications: Thursday 4 January 2024 5pm.

Interviews will take place in person in central London on Monday 15 or Thursday 18 January 2024.