

Job Description: Temporary Assistant Events Planner



Department: CMT

Job role overview:

This is a key role within the Central Marketing function reporting into the PR and Events Manager. The PR and Events team deliver key projects for the business: from creating news stories and media kits that generate positive third-party editorial, to organising international press rides and events targeted to sector and lifestyle press as well as influencers.

This role will be supporting the Global Events Planner directly in the day-to-day tasks of events organisation. These events will include:

- International Press rides
- Global product launches and reveals
- Corporate events
- Partnerships events
- Any other event required by the business.

The Assistant will also support the team by reporting on the results of each project to understand the quantitative and qualitative return on investment.

Report to: Global PR and Events Manager

Location: Factory 2, Hinckley, LE10 3BZ

Duties and Responsibilities:

- Events Planning:
 - Operational tasks management
 - Crew logistics
 - Crew accommodations
 - Crew Clothing
 - Participants detail collections
 - Contractor coordination (paperwork, approvals etc)
 - Risk assessments, H&S
- Budget Tracking
- Reconciliation, parts return, event material return, recharges to markets, reporting
- Support the team with day-to-day tasks
- Presence at major events to support the whole event team
- Liaison with distributors, subsidiary managers and marketing managers around the world
- Management of event agencies to deliver successful events
- Other business tasks to support the area of PR, Events, Sponsorship and Bike Fleet operation.
- To undertake and assist with projects as required by your manager.
- Any other ad-hoc duties as required by your manager.

Person Specification: Temporary Assistant Events Planner



	Essential	Desirable
Qualifications and Attainments	Maths and English GCSE grade C or above.	University degree in Marketing, Business or PR.
Professional Experience and Skills	Proficient in Microsoft Packages including Excel, Word and Outlook.	Previous experience of events organization. Knowledge of a second/multiple languages is a plus.
Personality and Motivation	Self-motivated and resilient. Flexible and adaptable. Able to take instruction and work under pressure. Excellent communication skills, clear and concise written and verbal skills	Strong interest and passion for motorcycles.
Appearance and Characteristics	Well presented.	
Circumstances	Available on a temporary basis.	