

Job Description: Temporary Global Events Planner



Department: CMT

Job role overview:

This is a key role within the Central Marketing function reporting into the Global PR and Events Manager. This temporary role of Global Events Planner will drive the development, project management and deployment of the Triumph Motorcycles Global Dealer Conference, in Thailand in October 2026.

The Global Dealer Conference will bring Triumph's dealer network together to celebrate the incredible growth of the brand and share plans for the evolution of the brand and the bikes. The aim is to deliver a premium, inspirational, world-class event that will help Triumph and its dealers build the path to future growth and profitability together.

Working for the Global PR & Events Manager, this role will participate and contribute to the strategic development of the Global Dealer Conference, liaise with Board Directors, key internal stakeholders and the internal project team, while managing agency resource to deliver and deploy the Conference and Expo. Liaison with suppliers, brand partners and ambassadors will be essential to maximise the impact of the Conference and Expo.

Report to: Global PR and Events Manager

Location: Factory 2, Hinckley, LE10 3BZ

Duties and Responsibilities:

- Operational tasks management
- Managing event, production and content agencies
- Registration management and coordination for guests, presenters, Triumph staff and crew
- Plenary session planning and coordination
- Motorcycle logistics (working alongside fleet coordinator)
- Coordination of content and assets
- Logistics
- Sponsorship
- Supplier and Contractor coordination
- Risk assessments, H&S, Insurance
- Budget Tracking, including reconciliation and recharges to markets
- Support the team in Day-to-day tasks
- 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.

	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 organisation.	Extensive experience of automotive events organisation. 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 Circumstances	Well presented.	
	Available on a temporary basis.	

Person Specification: Temporary Global Events Planner



	Essential	Desirable
Qualifications and Attainments	Maths and English GCSE grade C or above.	
Professional Experience and Skills	Proficient in Microsoft Packages including Excel, Word and Outlook.	Previous experience of working within an automotive /manufacturing environment.
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	
Appearance and Characteristics Circumstances	Well presented.	
	Available on a temporary basis.	