



# **EVENTS AND TRAINING SENIOR ASSOCIATE JOB DESCRIPTION**

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### **JOB PURPOSE**

Work with colleagues across the organisation to

- plan and manage all AFB flagship events including business dinners, lunches and the leadership programme
- plan and organise technical seminars, workshops, conferences and training programmes, working with colleagues to determine content is relevant for AFB members
- engage with AFB members to find relevant topics for the AFB events and training programme
- liaise with and manage AFB partners and sponsors
- manage all pre- and post-event logistics

### **DUTIES AND RESPONSIBILITIES**

- Work closely with both the Director of Member and Stakeholder Engagement and the Director of Policy and Regulatory Affairs to devise and implement a coordinated programme of in-person and virtual events that delivers value to the AFB Membership
- Take the lead in planning for flagship events such as Mansion House Lunch, Annual Banquet and Leadership Programme (including sourcing and managing speakers, creating and adhering to timelines, venues, suppliers, legal obligations, staffing and budgets)
- Assist in sourcing and account managing suitable partners to deliver events
- Coordinate the production of all marketing material for advertising training courses and events
- Take responsibility for all associated logistics and administration required to successfully deliver each event
- Host / represent the AFB at events
- Coordinate partners, handle member queries and troubleshoot on the day to ensure that all events run smoothly
- Ensure monitoring and evaluation is embedded within the events team by organising and collating surveys for events and analyse feedback to inform future activity
- Attend and minute meetings with AFB members to advise on content for upcoming events
- Ensure that all internal records are maintained and provide accurate and timely reports, summaries and data updates for management reporting purposes

### **EXPERIENCE AND SKILLS**

- Strong experience of planning, organising and on the day management of events, including all logistical aspects
- Experience of managing event budgets



- Experience in managing an on-going busy calendar of events
- Understand the importance of delivering events for a membership community
- An interest or background in financial services or banking would be advantageous
- Demonstrable experience of client relationship management and client-facing roles
- Experience of working with marketing teams to produce marketing materials and campaigns for events
- An understanding of brand sensitivity, experience of working successfully with multiple sponsors whilst maintaining brand integrity
- IT literate (MS Office and experience of using a CRM)
- Excellent communications skills, both oral and written, with the ability to draft communications that are accurate and error free
- Professional presentation and networking/relationship skills
- Excellent organisational skills with the ability to work to strict deadlines

## ATTRIBUTES

- Although part of a small and collaborative team, will need to be able to work independently
- Confident in dealing with various stakeholders
- Works well with others to ensure collaboration
- Flexible and accommodating attitude and a willingness to welcome responsibility
- Conscientious with an attention to detail
- Willingness to work flexibly sometimes outside normal working hours

## ABOUT THE AFB

The Association of Foreign Banks is the voice of foreign banks in the UK. We are a small, friendly, dedicated and diverse team.

### THE AFB'S MISSION

We want everything we do to make a real difference for our members in terms of growing their business.

### THE AFB'S EXTERNAL VALUES

**Focused:** This is our Foundation.

We work in service of foreign banks and only foreign banks.

**Demand driven:** This is our Commitment.

We are customer-focused, guided and governed by our members.

**Value for money:** This is our Benchmark.

We deliver best-in-class content at a well-controlled price.

### THE AFB'S INTERNAL VALUES

**Collaboration:** This is our Strength.



We work positively and constructively with one another and with our stakeholders, driving innovation.

**Integrity:** This is our Way.

We are honest, transparent and authentic. We are respectful and resilient - and we actively embrace diversity.

**Excellence:** This is our Mindset.

We are informed, ambitious leaders, striving for quality, simplicity and sustainability.

