

Job title: Event Administrator	Reports to: Senior Event Manager
Department: Events	Division: Capital Markets, Membership, CRM, and Events
<p>Role purpose:</p> <p>On behalf of our members, AFME engages in a constructive dialogue with regulators and legislators across Europe and advocate the industry’s views in the media, at conferences and other events and through publications and other channels. We produce well-argued policy papers and research into market practices to ensure that, wherever possible, the debate over the future shape of financial regulation in Europe is informed by evidence and understanding of the likely implications of any proposed changes.</p> <p>Another part of our job is to help improve understanding of how the financial system works and the vital role that it plays in supporting society. Our busy Events team plays a key role in this, organising a programme of events that bring together our members, other parts of the industry, politicians, regulators and the media to discuss the issues and to share their views.</p> <p>AFME hosts an annual programme of approximately 40 events each year with a strong focus on high-quality content. Combined, these attract over 250 speakers, 5000 delegates and are held in major European cities such as Barcelona, Berlin, Brussels, London, Frankfurt, Madrid, Milan and Paris. The team also organises smaller seminars, dinners and workshops throughout the year. For many members, these events are the only time they come into direct contact with AFME so the quality of member experience, the value of the content and the planning and execution must be of the highest standards.</p> <p>As the Events Administrator you will be responsible for the overall support for the Events team. This will include all day to day office administration and general support tasks pre-event, onsite and post-event.</p>	

Key accountabilities	Key activities / Decision areas
Responsibility for support to Events team during pre-planning and execution of all AFME events	<ul style="list-style-type: none"> • Assist team members with all pre-event responsibilities (e.g. preparing event material to send to venues, shipping and delivery, delegate lists, name badges, signage preparation etc.) • Data collation and input for events, for example event registrations, events mailing lists and updating contact details (delegate management) • Maintain the conference team filing system and supplies (office management) • Lead role in the sourcing and day to day management of marketing stock eg event giveaways and collateral • Packing up event materials, booking couriers and sending materials to off-sites • Assist with onsite set up; registration desk, handouts, banners, etc. • Man registration desk and help with Q & A during events • Help with enquiries from delegates • General coordination and logistics support, as required
Registration and delegate management	<ul style="list-style-type: none"> • Booking travel for events where necessary • Management of post- event feedback evaluation forms • Work with Event Manager and Marketing Executive to create and produce all event collateral eg. directional signage, reserved signs, tent cards and banners • Manage competing events calendar

CRM & Website	<ul style="list-style-type: none"> • Assist with setting up and testing event registration/website pages • Post-event reconciliation of attendee lists • Collation of delegate reports and production of attendee lists
Sales and Content support	<p>Provide support when required for:</p> <ul style="list-style-type: none"> • Sending, collecting & collating speaker/sponsor materials, managing external confirmations, deliverables and communications • Ensuring all speaker materials are received and accurately stored in good time such as bio & photo and conference slides • Sending, collecting & collating sponsor materials, managing external confirmations, invoicing, deliverables and communications • Ensuring all sponsor deliverables are received and accurately stored in good time such as company logos & descriptions, delegate names and agreed marketing materials
Financial support	<ul style="list-style-type: none"> • Manage all invoice processing for delegates, adding cost codes and sending to accounts • Work closely with the Event Manager to monitor payments and follow up on collections, as required
Event Management	<ul style="list-style-type: none"> • Responsible for small AFME events • Budget and venue management • Coordinating internal functions and resources to ensure projects are on schedule and within budget • Engaging with the internal business divisions to facilitate effective support, management and messaging in the delivery of all events • Sponsors and exhibitor management; liaison between AFME, event exhibitors and venues • Working with the marketing executive to produce event marketing and communication strategies to support promotion and attendance in line with AFME brand values

Main contacts (external and internal)		
Contact group	Frequency	Purpose
<ul style="list-style-type: none"> ▪ Events team (Senior Event Manager, Senior Content and Sponsorship Manager, Event Managers, Sponsorship Consultant and Conference Administrator) & External Relations department including Managing Director of Capital Markets, and Head of Membership and Events 	<ul style="list-style-type: none"> ▪ On daily basis 	<ul style="list-style-type: none"> • Coordination, teamwork
<ul style="list-style-type: none"> ▪ Finance department 	<ul style="list-style-type: none"> ▪ On regular basis 	<ul style="list-style-type: none"> • Financial support
<ul style="list-style-type: none"> ▪ Vendors and suppliers 	<ul style="list-style-type: none"> ▪ On regular basis 	<ul style="list-style-type: none"> • Effective risk and cost management
<ul style="list-style-type: none"> ▪ AFME Members 	<ul style="list-style-type: none"> ▪ On regular basis 	<ul style="list-style-type: none"> • Client service

Person specification

Key competencies

Essential:

- Enthusiastic, highly organised, proactive candidate with exceptional administrative skills
- Excellent communication skills as well as strong attention to detail
- Excellent written communication skills/spelling and grammar
- Efficient time management and organisational skills
- Ability to work to tight deadlines, juggle multiple projects and deliver under pressure
- Willingness to work extra hours when required (eg: conferences, dinners, overnight and travel)
- Excellent team player but can work unsupervised on occasion – demonstrating use of own initiative
- A mature approach with excellent client and supplier handling skills
- Proven track record as an administrator - must have experience in working to challenging timelines and supporting a busy team

Knowledge, skills and experience

Essential:

- Minimum of two years administration or event/marketing coordination experience
- Strong organisational skills with the ability to manage multiple day to day tasks while maintaining high quality standards
- Exceptional knowledge of Word, Excel and Outlook is a prerequisite
- Effective and efficient knowledge of digital marketing systems (Microsoft Dynamics/Dotmailer)
- Excellent knowledge of event registration systems (ideally CRM)
- Experience working with webinars and webcasts

Desirable:

- Language skills

The successful candidate will have the legal right to work in the UK and continental Europe

About us

The Association for Financial Markets in Europe (AFME) represents a broad array of European and global participants in the wholesale financial markets. Its members comprise pan-EU and global banks as well as key regional banks, brokers, law firms, investors and other financial market participants. We advocate stable, competitive, sustainable European financial markets that support economic growth and benefit society.

AFME is the European member of the Global Financial Markets Association (GFMA), a global alliance with the Securities Industry and Financial Markets Association (SIFMA) in the US, and the Asia Securities Industry and Financial Markets Association (ASIFMA) in Asia.

For more information please visit the AFME website, www.afme.eu or follow us on Twitter: [@AFME_EU](https://twitter.com/AFME_EU)