
JOB DESCRIPTION

Job Title:	Technical Events Manager
Reports to: (Title)	Society Director of British Grassland Society
Salary:	£25,000 to £30,000
Closing date:	September 17th
Interview date:	September 29th

Applications to be made in writing, including CV and details of current salary, to the society director by e-mail to jessica@britishgrassland.com

1. PURPOSE

To organise and promote a range of events for The British Grassland Society.

2. JOB CONTEXT AND CONTENT

- Organise technical special interest days and farm walks, including inviting and briefing speakers, selecting venues, venue arrangements, internal and external promotion and marketing, gaining sponsorship, delegate registration, setting and monitoring budgets.
- Organise BGS Research Conferences – as above, plus managing editing of proceedings and calls for papers.
- BGS Nutrient Wise Demos project – arrange group visits to site and satellite sites, promotion, marketing and hosting responsibilities.
- Promoting BGS activities at shows and events, including preparation of materials.
- Organise BGS corporate members day and support individual company's objectives through their relationship with BGS.
- Deputise for the Society Director at meetings and conferences.
- General admin tasks as required by the director.

3. KNOWLEDGE/SKILLS REQUIRED

- Must have a livestock agricultural background with 2 years experience (including having worked on a grassland farm for a minimum of 6 months).
- HND or above, or equivalent in relevant experience.
- Able to project manage successful farm/technical events.
- Marketing and promotion to farming audience.
- Full UK driving licence.
- Computer literate – Word/Outlook/Excel.
- Work as member of a team.
- Good negotiating skills.
- Experience in writing letters/articles.
- Financial awareness.

4. CHALLENGES

- To successfully arrange and promote technical grass and forage events throughout the UK.
- To generate sponsorship and membership income.
- To set and monitor event budgets.
- To raise the profile of BGS as a provider of high quality technical events and information.

- To work with sponsors to achieve mutual benefits.
- To help grow BGS activity in a sustainable way.

5. DIRECTION REQUIRED

- Society Director of British Grassland Society.
- Trustees of the British Grassland Society.

6. WORKING CONTACTS

- Farmers.
- Researchers.
- Commercial companies.
- Members/Non Members of British Grassland Society.
- Members of local affiliated societies.

7. JOB HOLDER PROFILE

- Enthusiastic and confident personality.
- Well organised and presentable.
- Outgoing personality involved in group/club activities inside or outside work.
- Willing to take on responsibility.
- Excellent communication skills, including written English.
- Ability to work independently and with our small team.

8. PRINCIPAL ACCOUNTABILITIES

- Responsible for delivering target number and quality of events to budget.
- Achieve sponsorship and membership income targets.
- Raise BGS profile with members, sponsors and the wider agricultural community.
- Support the Society Directors and Trustees in achieving wider BGS charity objectives.