



Events Assistant

About Leaders

Leaders (Executive Sport Ltd) delivers insight and inspiration to a global network of senior executives involved in sports business and sports performance worldwide through a series of high profile events, quarterly magazine Performance, and digital platforms.

Leaders events are exclusive, invitation-only and for the senior decision makers in sport. With conferences in the USA and UK, Leaders delivers world class speakers and an unrivalled attendee experience, that make them the must attend international sporting events in the calendar.

This role will be focussed on assisting with the Leaders Sports Awards. October 2018 saw the first ever Leaders Sports Awards take over the iconic Natural History Museum during Leaders Week London. With an international focus, the Awards brought the world of sport together to recognise companies and individuals shaping the industry. With exceptional talent celebrated, as well as football coach Arsene Wenger receiving the Lifetime Achievement accolade – it truly was a night to remember.

Events Assistant role

Detailed responsibilities include:

Support pre-event, on-site and post-event

Operational Support:

- ✦ Assisting the Awards Manager in all aspects of the event including:
 - Answer all client enquiries via phone and email (this includes managing the generic company inbox)
 - Arrange all postal and courier services
 - Call chasing judges, nominees etc.
 - Catering
 - AV / Production creation
 - Creation of branding
- ✦ Onsite management of media - first point of contact for any queries or issues.
- ✦ Co-ordinate any visa requirements
- ✦ Creation of items such as; table plans, FAQ's, table numbers etc
- ✦ Assisting with all areas of registrations including:
 - Chasing names of attendees
- ✦ Sending regular communications via mail merge and Pardot.
- ✦ Logistical / Travel support including:
 - Booking flights / transfers where needed for all events
 - Booking VIP travel in collaboration
 - Travel arrangements for staff
- ✦ Sourcing and comparing prices from suppliers for items such as; flowers; entertainment; trophies etc.
- ✦ Assisting the Awards Manager to run the event on the night including set up.
- ✦ Assisting the wider Operations team on other aspects of events throughout the year

Ideal Candidate

- ✦ Quick to absorb and analyse large amounts of information
- ✦ Enthusiastic, energetic and imaginative



- ✦ Approachable, outgoing and diplomatic
- ✦ A clear communicator, in person and writing
- ✦ Proactive and responsible
- ✦ Good knowledge of Excel, Word and PowerPoint
- ✦ Experience with CRM software is an asset
- ✦ Someone looking for that vital first opportunity for a career in sport
- ✦ Must be London-based (ideally South or West)

Values

We require somebody that matches our value set

- ✦ **Energetic**- dynamic, contribute ideas, fun!
- ✦ **Accountable**- straight, honest, takes responsibility for actions
- ✦ **Quality driven**- quality is in everything we do
- ✦ **Collaborative**- work as a team, support each other, have each other's backs, take difficult decisions, take ownership
- ✦ **Aspirational**- self improvement, open minded, not being negative to new ideas, suggest change and improvements
- ✦ **Leadership**- integrity, show maturity, modest

NO AGENCIES PLEASE

If you are interested, please send a **tailored covering email and CV** to careers@leadersinsport.com.