



AFB TRAINING SPECIALIST AND FLAGSHIP EVENTS COORDINATOR JOB DESCRIPTION

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12 MONTHS FIXED TERM CONTRACT WITH POTENTIAL FOR PERMANENT POSITION

REPORTS TO: DIRECTOR OF PRACTICE AND EVENTS

The Association of Foreign Banks (AFB) is the membership body which represents the interests of foreign banks in the UK to stakeholders including the Government, HM Treasury and regulatory bodies. The AFB has around 200 foreign banks in its membership, representing c.80% of the foreign banks market (more than four times that of any other UK membership organisation), including G-SIBs such as Citigroup, Bank of China, JPMorgan, BNY Mellon and others.

The AFB's membership includes some of the world's largest banks; their UK firms and affiliated organisations. Foreign banks engage in a wide range of banking and investment business activity in the UK, primarily in the wholesale banking markets. They make a significant contribution to London's standing as a major international financial centre and to the depth and breadth of the European Financial Markets, facilitating global trade. Foreign banks in the UK between them oversee more than £3.5Tr: over half of all PRA-regulated capital.

THE ROLE

The title of the role is Senior Practice Associate (Training and Flagship Events). The successful candidate will support the Director of Practice and Events to: (a) develop and deliver the AFB's Training Academy courses via third-party providers to the AFB membership; and (b) plan and organize the AFB's flagship events.

DUTIES AND RESPONSIBILITIES

1. Training

- Liaise with training partners to plan and organise training sessions on a variety of topics related to banking and financial services
- Manage budgets and meet income targets
- Oversee the negotiation of commercial agreements with training partners
- Host / represent the AFB at training courses



- Research and select best-in-class training partners to further develop the AFB Training Academy
- Research and analyse other providers' training courses
- Organise and collate surveys for training courses and analyse feedback to plan future courses
- Engage with AFB members to plan suitable topics for future training courses
- Develop, write and produce all marketing material for advertising training courses
- Responsible for all associated administration required to successfully deliver each training course
- Ensure CRM (Customer Relationship Management system) is updated with relevant information

2. Flagship Events

- Produce detailed proposals for flagship events such as Mansion House Lunch, Annual Banquet and CEO Programme (including speakers, timelines, venues, suppliers, legal obligations, staffing and budgets)
- Manage budgets and meet income targets
- Research speakers, venues, partners, suppliers and contractors, then negotiate prices and hire
- Manage and coordinate speaker, partner, suppliers and all event logistics (for example, venue, catering)
- Take responsibility for all publications and promotions regarding each flagship event
- Manage all pre-event planning, organising guest speakers and delegate packs
- Coordinate suppliers, handle client queries and troubleshoot on the day of the event to ensure that all runs smoothly and to budget
- Make sure that insurance, legal, health and safety obligations are followed
- Produce post-event evaluation to inform future events
- Research opportunities for new speakers, partners, suppliers and events
- Ensure CRM is updated with relevant information

EXPERIENCE

- Ideally, minimum of 5 years' experience in developing technical training programmes, planning and organisation of training courses and events – preferably related to banking and financial services



- A good knowledge of wholesale/investment banking and an understanding of regulatory and other operational and technical topics for which training is or may be required
- Experience in best-in-class partner selection
- Experience of negotiating contracts, managing budgets and meeting income targets
- Marketing experience and proficiency in producing marketing materials

ATTRIBUTES

- Although part of a small and collaborative team, will need to be able to work independently
- IT literate
- Good written and verbal communication skills
- Professional presentation and relationship skills
- Excellent organisational skills
- Ability to work to strict deadlines
- Good negotiation skills when looking for best value for venues, suppliers and contractors
- Good problem-solving skills
- Attention to detail

WIDER ORGANISATION SUPPORT

- Support all colleagues as and when needed on larger cross-organisational projects.
- Act as a source of best practice, advice to all colleagues on own area of expertise as and when needed.



THE AFB'S MISSION AND VALUES

THE AFB'S MISSION: BUILDING BANKING BUSINESS

This is our Mission.

We want everything we do to make a real difference for our members in terms of building their business Back@Bank

THE AFB'S EXTERNAL VALUES

- **UNDILUTED:** 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.

