



EVENTS AND TRAINING SENIOR ASSOCIATE JOB DESCRIPTION

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JOB PURPOSE

To support the Director of Practice, Events and Training to

- plan and organise seminars, workshops and training programmes for AFB members
- engage with AFB members to plan suitable topics for Events and Training
- liaise and manage AFB partners to provide relevant and value-add content for the Events and Training programme
- manage all pre- and post-event logistics

DUTIES AND RESPONSIBILITIES

- Work closely with the Director of Practice, Training and Events to devise and implement a coordinated programme of events that delivers value to the AFB Membership
- Attend and minute meetings with AFB members to agree content for upcoming events
- Assist in sourcing suitable partners to deliver events
- Develop, write and produce all marketing material for advertising training courses and events
- Responsible for all associated event 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.
- Take the lead in planning for flagship events such as Mansion House Lunch, Annual Banquet and CEO Programme (including sourcing and managing speakers, creating and adhering to timelines, venues, suppliers, legal obligations, staffing and budgets)
- Ensure that all internal records are maintained and provide accurate and timely reports, summaries and data updates for management reporting purposes.

EXPERIENCE AND SKILLS

- Experience of planning, organising and on the day management of events, including all logistical aspects and meeting deadlines.
- Experience in managing an on-going pipeline of Events
- Understand the importance of delivering events for a membership community
- Demonstrable experience of client relationship management and client-facing roles
- Experience of working with marketing teams to produce marketing materials and campaigns for events
- IT literate (MS Office and ideally 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
- 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, diverse and growing team.

THE AFB'S MISSION: BUILDING BANKING BUSINESS

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

