

**May 2025**

**Inverness Chamber of Commerce – Events Manager (Maternity Cover)**

**21 hours per week**

Thank you for the interest you have shown in the above role.

This is an exciting time for Inverness Chamber of Commerce. Along with our Board of Directors, we have developed an ambitious strategy for the next three years with our focus on supporting our members and helping to improve the business environment in Inverness and the Highlands for businesses to thrive. During this time we hope to see membership grow by around 50%. Our events programme is a really important part of our service for members and is a major plank of our growth strategy.

Our Events Manager is due to go on maternity leave in August 2025. We would like the successful candidate to start on 1<sup>st</sup> August 2025 (but we can be flexible for the right candidate). This is a temporary contract to cover maternity leave. The contract will end without notice two weeks after the post holder returns to work, or on 1 September 2026 – whichever is sooner. At the moment the post holder is indicating that she intends to return to work in August 2026.

You should find everything you need in the following Job Description and Person Specification but if you need further information, or would like an informal conversation before applying, then please contact me at [paula@inverness-chamber.co.uk](mailto:paula@inverness-chamber.co.uk)

To apply please email me with your CV and a short covering letter (maximum 1000 words) which outlines why you would like to be the Inverness Chamber of Commerce Events Manager, why you think you are suitable for the post and how your experience to date matches the person specification. The closing date for applications is Wednesday 18<sup>th</sup> June and initial interviews are likely to be in the week of 7<sup>th</sup> July 2025.

I look forward to hearing from you.

Yours faithfully,

Paula Nicol  
Deputy Chief Executive and Head of Events  
Inverness Chamber of Commerce

## **Inverness Chamber of Commerce**

### **Events Manager – Maternity Cover**

#### **Background**

#### **Inverness Chamber of Commerce**

Inverness Chamber of Commerce is the region's main business support organisation. We are a membership organisation, and our member businesses are drawn from a number of sectors and range in scale from sole traders to multinational plcs.

We organise events for our members to network and connect to each other, lobby on their behalf, create opportunities for them to speak to local and national government, and help to raise their profile. Above all we try to create an environment in which the business community of Inverness and the wider Highlands can thrive.

We also manage **Developing the Young Workforce Inverness and Central Highland (DYWICH)** which is a national network of industry led groups tasked with strengthening and developing employer engagement with education. We engage directly with key stakeholders, including educators, to understand how businesses can better prepare our young people for the world of work, and we use this knowledge to enhance and expand engagement and partnerships between schools and the business community.

#### **Events Manager**

The events manager will work alongside our Head of Events (who is also our Deputy Chief Executive). Between them they create a programme of regular and one-off events throughout the year. This includes two major events – The Highland Business Dinner and Highland Business Week - and a series of smaller events – including regular Networking Lunches, Business Breakfasts, Roundtable Dinners, Behind the Scenes events and Under 30s events. There will also be one-off events and online only events. All together this may total around 50 events a year with attendance ranging from 12 to 350.

The events are an essential part of what we do. Some of them make income for us but their real purpose is to offer opportunity to our members through networking, learning or being given the chance to influence key regional or national decision makers.

## **Events Manager – Maternity Cover**

### **Job Description**

**Job Title:** Events Manager – Maternity Cover

- Location(s): Inverness
- Salary: £17,008 per annum based on 21 hours per week
- Holidays: 32 days (including public holidays) pro rata (19 days)
- Benefits: Enrolment in Chamber Health Cash Plan, 5% employer pension contribution (after two months of employment)
- Contract: Temporary contract to cover maternity leave. The contract will end two weeks after the post holder returns to work or on 1 September 2026 – whichever is sooner.

Our hybrid working policy allows for a small proportion of work to happen at home after the first six months of employment. However, the nature of the events role means that most work needs to be office based or at the events. Therefore, the reality is that the majority of this role will be office-based. Having said that we will always allow work from home where it is useful to cover exceptional personal circumstances.

**Responsible to:** Head of Events

#### **Overall Purpose of the Post:**

Working alongside, and supporting, the Head of Events, the Events Manager is responsible for delivering and promoting Inverness Chamber's varied and topical programme of business events and for the development of this programme to ensure that the events continue to deliver what our members want and that attendance continues to increase.

The post holder will be responsible for the management of events in the Chamber's regular programme and will support the Head of Events with the organisation of the major events programme, including responsibility for administration and marketing activities and to increase attendance and satisfaction.

The events programme is an essential part of the Chamber's service and allows our members to network and for their businesses to become more successful as a result.

## **Responsibilities and Key duties**

### **Event Planning, Reporting and Administration**

- Work closely with the Head of Events to organise a relevant, profitable and rolling programme of topical business events including regular review of the events programme and creating new events as appropriate
- Support the ongoing planning of events including preparing marketing copy, booking venues, arranging catering, agreeing prices and engaging sponsors or speakers
- Be responsible for the administration of event bookings, liaising with venues on numbers and ensuring that all dietary requirements are collated, doubled checked and passed onto venues.
- Assist the Head of Events with securing sponsorship income, actively promoting the range of opportunities to target audiences
- Carry out all administration and marketing required for the major events, including, alongside the marketing and comms manager, the creation and management of a promotional strategy
- Ensure website content for events is up to date, informative and relevant, working with other members of the team as required
- Assist with managing event payments as required, particularly through the virtual terminal
- Ensure adequate promotion of events through email and social media with a general aim of increasing attendance at events
- Attend events, ensuring that they run smoothly on the day
- Ensure all event attendees receive excellent service and that you understand their aims in attending the event and that their aims are met to the best of your ability
- Ensure that any members' complaints or service delivery issues are resolved quickly
- Conduct regular surveys of event attendees, collating and sharing results with the team
- Keep all event records up to date, including event attendee numbers and satisfaction ratings

### **Other marketing and promotion**

- Contribute to the Pulse weekly newsletter by identifying and occasionally writing stories
- Contribute to the Chamber's twice-yearly magazine 'inbusiness', including identifying stories and supporting editing of copy
- Assist in promoting Chamber network activity, including the Quarterly Economic Indicator
- Work with the Membership Team and Marketing and Communications Manager to promote members' events and training
- As part of the Chamber's communication strategy, along with colleagues, use social media to communicate with members and the wider Highland business community – post relevant articles, maintain a profile and build a professional network and social media presence.
- Represent the Chamber at external events, functions and meetings as required to raise awareness of the Chamber and understand the business environment

### **Performance indicators**

- Increase in overall attendance at our events
- Maintenance of current level of member satisfaction with events

The job description is not exhaustive, the post holder may be asked to undertake and perform other responsibilities and duties which are appropriate to the scope and seniority of the post.

All responsibilities and duties are to be carried out according to Inverness Chamber of Commerce's standards, policies and procedures.

The post will require some travel locally and regionally and will require some activity outside of normal working hours.

## **Person Specification**

### **KNOWLEDGE, TRAINING AND EXPERIENCE REQUIRED**

**We have listed below some of the education and qualifications/ experience / skills and abilities and personal qualities we think are required to do this role. We don't expect anyone to have all of these attributes – if you can tick the box on most of these, we would be delighted to have your application.**

#### **Experience**

- Creating and managing events, particularly business events – networking, presentations, award ceremonies, dinners
- Successfully promoting events to a business audience
- Track record of working to targets for both attendance and sponsorship of events
- Our members' businesses vary greatly in sector and scale so experience of working within a variety of business environments would be advantageous
- Creating content for, and building profile on, social media

#### **Skills / Ability**

- Strong organisational skills and the ability to work on own initiative, manage own time, prioritise and meet tight deadlines
- Strong interpersonal, verbal and written communication and presentation skills
- Good networking skills and ability to connect people together
- Great attention to detail and strong record keeping
- Ability to develop effective external working partnerships and internal collaborative working
- Problem solving skills and creative thinking
- Working knowledge of MS Office