

Job Description

Associations Project Assistant

- Industry Sector: Association / Member Organisation
- Department: Delivery
- Reporting to: Partnerships Director
- People Management: None
- Monetary Responsibility: Budget/Revenue Targets as agreed
- Role status: 1 year fixed contract – options to extend
- Salary: £16,000 PA

Job Purpose

Sponsorship & Exhibition

- To help with research and identification of potential sponsors for national and association conferences, working closely with the Partnerships Director and any other team members as may be advised.
- To help with the selling of exhibition and sponsorship for national and international association conferences working closely with the Partnerships Director and any other team members as may be advised.

General

- To assist with the administration and running of other conferences run by TFI Group

Contact Responsibilities

- **External:** Association customers, existing and potential new sponsors, partner societies, media partners, delegates other key stakeholders
- **Internal:** Account / Project Managers, project team members, Board members, other internal representatives as may be notified.

Key Accountabilities & Responsibilities

- To carry out research (using information provided by clients, and information from external sources (eg the internet)) on potential sponsors and exhibitors who would be interested in events being run by TFI Group.
- To assist in the selling of association conference sponsorship and exhibition space, using the agreed sponsorship and exhibition prospectus in line with identified targets agreed with the Partnerships Director. This will be predominantly done by phone and email but by any other medium as may be directed i.e. face to face
- To record and update all exhibition and sponsorship sales activity in TFI Group's Sales activity systems to make sure that accurate records are maintained – this included financial processing of sponsorship & exhibition.
- To proactively communicate information to prospects to ensure queries are handled smoothly, providing the highest levels of customer service at all times throughout each campaign
- To update the Partnerships Director regularly regarding exhibition space and sponsorship sales activity.
- To manage the sponsorship email account and to proactively follow up any enquiries from potential exhibitors/sponsors in a timely manner
- To support the creation and maintenance of sponsorship and exhibition space sales website pages of each association conference
- To assist project teams with the other tasks as directed by the senior management and/or partnerships manager. This may include, but is not limited to:

- a. Registration and Delegate Management
- b. Email management
- c. Accommodation Management
- d. Exhibition Management

Essential requirements

- Enthusiasm to learn about the events industry
- Enthusiasm and interest in marketing and sponsorship and exhibition space sales.
- Excellent written and verbal English including grammatical ability
- Great organisations Skills
- Exceptional attention to detail.
- Ability to open, engage with a wide variety of clients.
- Ability to communicate at all levels
- Excellent personal time management skills
- Right to work in the UK
- Keen team player

Desirables

- Understanding of compliance and its impact on medical associations from a sponsorship and exhibition space sales perspective
- Sales led approach

Competencies expected of the role:

- | | |
|--------------------------------|---|
| 1 = Basic level: | Minimum knowledge and capability required |
| 2 = Limited experienced level: | Partial knowledge and capability expected |
| 3 = Competent level: | Adequate knowledge and capability expected |
| 4 = Experienced level: | Good knowledge and capability expected |
| 5 = Expert level: | Extensive knowledge and capability expected |

Competency	1	2	3	4	5
Client focus/relationship building	x	x			
Achieving results/accountability		x	x		
Planning, organisation and time management		X	x		
Analytical thinking and problem solving	x	X			
Strategic focus – tactical capability	x	X			
Judgment and decision making	x	X			
Working effectively with others - teamwork		X	x		
Communication – verbal and written		X	x		
Creative thinking	x	x			
Managing and developing self	x				
Managing and developing others	x				
Commercial Awareness		x			
Business Development	x				

The Company reserves the right to vary or amend the objectives and responsibilities of the post holder at any time according to the needs of the Company's business including any performance reviews undertaken. The above statements are intended to describe the general nature and level of work being performed by the post holder and are not intended to be an exhaustive list of all responsibilities, qualifications, skills, knowledge, experience and competencies required.