

## Job Guidelines

<b>Job Title</b>	Events Executive	<b>Reporting to</b>	Events & Marketing Manager
<b>Date Reviewed</b>	June 2026	<b>Reporting to you</b>	N/A

## What we do:

Chambers of Commerce sit at the heart of local business communities across the UK and the world, bringing together and supporting thousands of companies of every size and from every sector to succeed.

Aberdeen & Grampian is one of the most vibrant and influential Chambers in the UK and we are here for two simple reasons. To support businesses to be better today while helping create the economic conditions to enable the future success of our region.

We sit at the heart of the North-east business community, representing over 1,350 member companies who collectively employ over 100,000 people in Aberdeen and Aberdeenshire.

## Job Role:

### Events Executive

The role is full time and office based at our Bridge of Don HQ.

## Person specification:

As Events Executive, you are responsible for the end-to-end planning, coordination, and delivery of high-quality events that support member engagement, enhance brand visibility, and contribute to regional economic growth.

This role requires creativity, excellent organisational skills, and a passion for delivering exceptional attendee experiences.

## Key Responsibilities

### Event Planning & Delivery

- Support the Events & Marketing Manager with the planning, coordination, and delivery of multiple business events simultaneously, including Business Breakfasts, the Northern Star Business Awards and the Ultimate Masterclass Festival
- Develop detailed event timelines, schedules, and project plans
- Coordinate all logistical elements including venues, suppliers, AV, branding, and speakers

- Take ownership of on-the-day event delivery, ensuring smooth execution and real-time problem-solving
- Manage event set-up, registration, delegate experience, and breakdown
- Manage event bookings, delegate communications and speaker presentations

### **Stakeholder & Supplier Management**

- Source, negotiate, and manage relationships with suppliers and venues
- Liaise with internal and external stakeholders, including speakers, sponsors, and partners
- Ensure all stakeholders are fully briefed and aligned ahead of events

### **Marketing & Content Support**

- Work with marketing and editorial teams to support event promotion
- Assist in creating engaging events content for email campaigns, website and printed materials
- Support social media activity by ensuring a steady stream of fresh, engaging event-related content

### **Reporting & Continuous Improvement**

- Lead post-event evaluations, including feedback collection and reporting
- Support the management of event budgets, tracking expenditure and ensuring profit targets are met
- Analyse event success against KPIs and identify areas for improvement
- Produce post-event reports summarising outcomes and insights

### **General**

- Support with additional tasks as required

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## **About You**

### **Essential Skills & Experience**

- Experience in event management and delivery
- Highly organised with strong attention to detail
- Strong Microsoft Office and CRM skills
- Excellent written and verbal communication skills
- Confident dealing with people both face-to-face and over the phone
- Strong negotiation skills
- Familiarity with marketing tools such as MailerLite and Typeform
- Ability to prioritise competing demands and think on your feet
- Ability to remain calm under pressure

- Full UK driving licence
- Flexibility to work early mornings and evenings

### Personal Attributes

- Passionate, motivated, and proactive with a can-do attitude
- Professional and confident in stakeholder interactions
- A team player with a positive approach
- Adaptable, with a willingness to take on varied tasks
- Strong eye for detail
- Creative mindset with a focus on delivering high-quality experiences

### Why you should want to work with our team:

- 30 days leave, inclusive of public holidays rising to 35 days after 5 years
- Workplace Personal pension scheme
- Pension salary exchange
- Social activities – from a Christmas party to activity days and much more
- Legal access scheme
- Life assurance cover
- Westfield Health medical insurance scheme

### Our mission statement and key aims:

Aberdeen & Grampian Chamber of Commerce exists to create connections so that the economy of the north-east can prosper.

We're here for two simple reasons. To support businesses to be better today while helping create the economic conditions to enable the future success of our region. We provide:

- Research to *connect* businesses with the answers to their problems
- Trade documentation to seamlessly *connect* goods to market
- Bulletins to *connect* our members with their audiences and news they need to know
- Events to *connect like-minded people* to do learn, develop and do business
- Training to *connect* our business community with the skills they need to thrive
- Lobbying to *connect* business with the decision makers who matter

### Our Values:

- We are proactive in seeking the views of key stakeholders and acting as a strong collective voice for business
- We are visible and high profile in the business community
- We are regarded as thought leaders but with a reputation for doing rather than just talking
- We are fully engaged in shaping and influencing the key regional economic development and sector diversification agendas
- We seek to stimulate business, solve problems and open doors through collaboration with partners in mutually beneficial activities
- We aim to introduce pace by cutting through red tape and inertia
- We act as a critical friend

- We have our members at the heart of everything we do, creating a powerful and cohesive force, enabling us to achieve together what we could not individually

### **Our Culture:**

- We aim to be an organisation that the best people aspire to work for, operating in an inclusive, open and transparent way with a culture of continuous improvement
- We aim to provide the working environment and equipment that enables staff to enjoy and excel in their roles
- We are committed to the personal development of our people
- We operate a 'one team' ethos: working cross functionally to deliver our goals
- We are focused on the things that matter
- We operate as an extension to our members' teams
- We promote innovative and creative behaviours while remaining fanatical about the detail
- We work hard, have fun and celebrate success
- We think and act like winners