

**JOB AD - AWARDS & EVENTS MANAGER**

The IWSC is the go-to platform for having wines or spirits tasted and reviewed by leading decision-makers from both the off- and on-trade, as well as by key influencers. When the IWSC was established in 1969, under the name Club Oenologique, its ambition to bring the best-in-show to the attention of consumers and trade worldwide made it an industry pioneer.

Launched in November 2018, Club Oenologique is an upscale media brand dedicated to bringing together the very best in wine and spirits, gastronomy, travel and lifestyle. Its ambition is to become an authoritative voice in wine and spirit and all things around it, via its flagship magazine, website and events.

**IWSC is totally focused on ensuring that we deliver a world-class calendar of events and services and as the Awards & Events Manager, you will take the lead responsibility for developing, managing and delivering the company’s programme of varied events, including the annual awards ceremony, judging sessions, trade & seminar events, people and business awards, and consumer events. As well as being responsible for event delivery, we are looking for someone who can bring ideas and creativity to our events calendar and its commercial enhancement.**

**Reporting into the Head of Operations, key responsibilities include:**

* Taking responsibility for the development, management and execution of the IWSC & Club Oenologique event programme, including in-person, hybrid and digital.
* Responsibility for all pre-and post-event logistics and delivery.
* Working with the team and partners to develop and oversee events.
* Collaborating with 3rd party partners to develop and create events opportunities.
* Generating creative ideas and themes to maximise the event experience and develop brand awareness and brand opportunities.
* Liaising, negotiating, managing and briefing with suppliers, collaborators, high-profile speakers and judges.
* Recruiting high-profile judges, targeted to the IWSC objectives, and forming a relationship with them to enhance and promote the IWSC judging sessions.
* Ownership of all our People and Retailer awards, from the strategy and planning to call for entries and oversee process and judging, to delivering the awards and communicating results to the marketing team.
* Working with the marketing team to apply branding and take ultimate responsibility for all branding and print collateral for each event.
* Liaising with the marketing team to develop marketing plans for event programmes and individual events.
* Working closely with our marketing in creating outstanding communication campaigns for all our events.
* Managing sponsorship deliverables, in liaison with marketing and commercial team.
* Attending and acting as the Brand Ambassador to a variety of our events across IWSC & Club Oenologique.
* Managing events administration, including financial reporting, health and safety documentation, reports and presentation to stakeholders.

**This is a job for you if you are/have:**

* A highly organised, self-motivated individual excited about working in a small business and who can work well in teams and independently.
* Extensive problem-solving skills, with the ability to make decisions quickly, calmly and effectively.
* Extensive experience, at least three years, managing and delivering high-profile events.
* Outstanding communication skills with a strong desire to network and build a strong community.
* An entrepreneurial mindset, with a desire to create new work and opportunities for IWSC & Club Oenologique.
* Taking responsibility for every aspect of the work, from strategy to the smallest detail.
* Evidence of budget planning and responsibility.
* Good working knowledge of Word, Excel and PowerPoint.
* Well-connected in the wine and spirits industry.
* A creative and commercial eye.

The Awards & Events Manager’s role will be split between office-based (2 days a week) and home-based. Please send a covering email, including your salary expectations, and CV to christelle.guibert@theconversiongrp.com.

The closing date for this vacancy will be 15th February 2022. Please note that should any suitable CVs be received whilst the advert is live, individuals will be invited to an interview, and an offer may be made prior to the closing date.