

## Job Description

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| <b>Title:</b>           | Events Manager (12 Month FTC)   |
| <b>Hours:</b>           | 9.30 am to 5.30 pm, although flexibility is required due to the nature of role and requirements for regular event admin and attendance  |
| <b>Working week:</b>    | Monday to Friday  |
| <b>Responsible to:</b>  | Head of Business Development  |
| <b>Department:</b>      | Business Development & Marketing  |
| <b>Purpose of job:</b>  | <p>To centrally manage and oversee the firm's external, internal and responsible business events programme. Working closely with colleagues in the BD &amp; Marketing team, our key event personnel, practice areas and business support teams to plan and deliver a large number of in person, virtual and hybrid events per year for Kingsley Napley.</p> <p>The Events Manager will be responsible for managing, overseeing, delivering and supporting attendance at both Kingsley Napley hosted events and at externally organised events locally and globally in support of the Business Development agenda.</p> |
| <b>Specific duties:</b> | Creating and delivering a firm wide events programme. Providing guidance to the BD & Marketing team and internal stakeholders on best practice for events; demonstrating the effectiveness of each event delivered via agreed return on investment measures; advising on the best format for various event types and objectives, including digital and hybrid event provision.  |

### Key responsibilities

- Plan, coordinate, and execute internal and external firm events, including client seminars, networking receptions, and conferences (in-person, hybrid and virtual)
- Develop and manage event budgets, ensuring cost efficiency
- Manage event communications, including invitations, marketing collateral, and post-event follow-ups
- Oversee venue selection, contract negotiations, and supplier coordination
- Collaborate with the business development, digital marketing and communications teams and as well as fee earners
- Take the lead in key hospitality relationships, including management of guest tickets
- Ensure all events align with the firm's brand, business development goals, and strategic priorities.
- Draft and maintain event policies and procedures, ensuring consistency, efficiency, and compliance with internal governance
- Implement best-practice event management processes, including risk assessment, contingency planning, and post-event analysis
- Develop clear guidelines for event approvals, stakeholder roles, and reporting structures.
- Other such appropriate duties as and when required.

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Every effort has been made to ensure that this is a full description of the tasks and responsibilities of this role. However, it is not an exhaustive list. The job description may be changed or developed at any time to reflect changes as required. However, material changes will not be made without full consultation with the post-holder.

Kingsley Napley are committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will be considered for employment regardless of race, age, disability, gender identity, sexual orientation, gender reassignment, marriage and civil partnership, pregnancy and maternity and religion.

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## Person Specification

Job Title: Events Manager

|   | <b><u>Essential</u></b>  |
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| <b>Knowledge and Technical Ability:</b> | <ul style="list-style-type: none"> <li>• Experience running virtual, hybrid and in-person events within a legal or professional services environment</li> <li>• Experience of using digital platforms to deliver virtual events and webinars</li> <li>• An understanding of business development and marketing via events</li> <li>• Knowledge of email marketing tools and CRM systems</li> <li>• Ability to work under pressure with minimal supervision in demanding situations</li> <li>• Takes responsibility for their own work and is able to handle multiple tasks simultaneously and prioritise accordingly</li> <li>• Able to use initiative and progress projects independently</li> <li>• Strong organisational skills and time management, delivering work in line with deadlines with excellent attention to detail</li> <li>• Budget management, monitoring and tracking of costs with strong financial skills</li> <li>• Continually develops their own knowledge and skills to meet the demands of the role by working keeping up with best practice</li> </ul> |
| <b>Client Care:</b>                     | <ul style="list-style-type: none"> <li>• Ability to problem solve and remain calm under pressure</li> <li>• Ability to establish effective working relationships across the firm and with external contractors</li> <li>• Actively listens to understand; questions and challenges ideas appropriately</li> <li>• Conveys ideas, facts and opinions in clear and understandable terms</li> <li>• Diplomatic and able to give constructive feedback to stakeholders</li> <li>• Responsive and supportive with internal stakeholders across all levels.</li> </ul>   |
| <b>Firm Wide Skills:</b>                | <ul style="list-style-type: none"> <li>• Understanding the business environment in which the firm operates and considering the commercial and wider performance implications of decisions and actions</li> <li>• Highly proficient in Microsoft Office, particularly Word and Excel</li> <li>• An awareness of the importance of client confidentiality, information security and data protection</li> <li>• Promotes the sharing of best practice and knowledge across the firm</li> </ul>  |
| <b>Attributes:</b>                      | <ul style="list-style-type: none"> <li>• Ability to demonstrate behaviour in keeping with the Firm's core values of Teamwork and Respect, Integrity and Fairness, Commitment and Understanding</li> <li>• A strong team player with a flexible approach and a willingness to work with others in the team and across the firm as needed</li> <li>• Encourages an open culture of feedback and improvement</li> <li>• Demonstrates a 'completer/ finisher' mindset – hardworking and committed to meeting tasks and deadlines with strong decision-making skills</li> <li>• Adopts a positive and open 'growth mindset' to change</li> <li>• Proactive and hands-on approach, eagerness to learn and gain experience</li> </ul>   |

All applicants who are offered permanent or long term employment, or partnership, will be subject to a criminal record check by the Disclosure and Barring Service (DBS) before the appointment is confirmed. Because Kingsley Napley LLP meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, a 'basic disclosure' will be sought. This will reveal 'unspent' convictions. A criminal record is not necessarily a bar to employment or partnership; each matter will be considered on its own circumstances and merits.