

**Job title:**  
Events Assistant

**Hours:**  
35 hours per week,  
Mon – Friday, 9am-  
5pm

**Location:**  
Cardiff City Centre

**Salary:**  
up to £19,000 plus annual  
bonus

### Responsibilities:

1. Co-ordinate and assist in the organisation and management of MNF events – external and internal - attending and setting up the event(s) and or working with the relevant third party agencies.
2. Coordinate Dealer Visits to Head Office – liaising with internal stakeholders, ensuring the proposed itinerary meets desired objectives, to include hosting building tours as and when required.
3. Assist with the planning, development and communication of the events calendar, liaising with relevant stakeholders as appropriate.
4. Obtain quotes from various suppliers/agencies to provide event proposals for internal and external stakeholders, negotiating rates and overseeing the production of required event materials, once approved.
5. Delegate management for any/all external business events (such as FLA Conferences, Industry Awards), to include management of travel and accommodation bookings.
6. To collate and present possible sponsorship opportunities for the company, with rationale of potential benefits/where the offer would sit within the business.
7. Assist with management of the Events inbox, responding to any queries (both internal and external).



8. Processing event/sponsorship related invoices through Focal Point, in line with the decided budget.
9. Build key relationships with internal stakeholders, and departments to help manage work efficiently and communicate effectively.
10. Follow approval processes for all brand and content work ensuring where required FCA compliance is adhered to within all marketing/event activity and obtain sign off accordingly.
11. Liaising with the wider Marketing team, and other internal departments where required to ensure the successful marketing and branding of events.
12. Ensure that the MNF brand guidelines are adhered to at all times, championing the brand.
13. Maintain a comprehensive and up to date knowledge and understanding of MotoNovo Finance products and services, providing accurate information and proactively promoting them where appropriate
14. Maintain an up-to-date knowledge of regulatory and legislative information related to MotoNovo Finance products and services (e.g. ICOB, FCA Rules, Money Laundering, Data Protection, etc.) as advised by Line Management. Ensure all Money Laundering issues are reported appropriately.
15. Maintain good knowledge and understanding of all relevant policies and procedures relevant to the role, being compliant with these policies and procedures at all times.
16. Treat customers fairly and aim to deliver fair customer outcomes in all of our day-to-day processes.
17. Work as part of a team – supporting, motivating and assisting colleagues in the operation of the department and throughout the business.



18. Recognise and recommend improvements to Company procedures to ensure the efficiency and effectiveness of the business.
19. Ensure that all system based records are maintained in an accurate and timely manner (and ensure that data integrity is maintained at all times) as prescribed by regulatory, legislative and company procedures.
20. Provide management information as requested. Have a sound understanding of all systems used to enhance the business activities, ensuring these are maintained in an accurate and timely manner.
21. Ensure that prompt and regular communication and support is maintained between all internal and external parties to ensure seamless and consistent service levels are maintained at all times, reporting exceptional matters to line management.
22. Undertake any other reasonable tasks as requested by line management.

JOB SIZE:	
UNDERWRITING MANDATE: Nil	DIRECT REPORTS: 0  INDIRECT REPORTS: 0
PURCHASING AUTHORITY: £1000	OTHER: NIL
OTHER FACTORS: NIL	

<b>CONTACTS</b>		
<b>Internal</b>		
<b>Who</b>	<b>Why</b>	<b>Frequency</b>
<i>Events Executive</i>	<i>Work allocation, training, advice and</i>	<i>Daily</i>

Marketing Team	referral of complex/technical issues  Taking campaign/event briefs and coordinating	Daily
Internal Departments	Campaign and event briefs	Daily
Field	General queries	As and when required
<b>External</b>		
<b>Who</b>	<b>Why</b>	<b>Frequency</b>
Suppliers, e.g. Vital, S3, Rocket, Orchard Media,	To complete various marketing tasks	As and when required

Selection Criteria	Essential	Desirable
<b>Education/Training</b> (Type/Level)	Educated to degree level	Events/marketing or related discipline.
<b>Experience</b> (Years, field)	1 year experience in similar role.	Work/placement experience in corporate events.  Work/placement experience in hospitality

		environment.
Skills/Knowledge	<p><i>Good communication and negotiation skills</i></p> <p><i>Interpersonal skills</i></p> <p><i>Self motivated and proactive</i></p> <p><i>Excellent organisational skills</i></p> <p><i>Able to use initiative and work in a busy environment</i></p> <p><i>Persistent</i></p> <p><i>Ability to work in a team</i></p> <p><i>Ability to work under pressure</i></p> <p><i>Ability to work in a regulated and procedural environment</i></p> <p><i>Attention to detail</i></p> <p><i>Excellent IT Skills, particularly in Excel (able to adapt to new systems)</i></p>	
Date:	Job Holders Signature:	
	Job Holders Name:	