

Senior Project Manager Job Spec SEVEN

SEVEN are experts in helping brands communicate and engage audiences through creative live event experiences globally.

As a full 360° creative events agency, we conceptualise, develop, manage guests, provide event production, planning services and post event insights. With our head office in Mayfair London, we are a fast-growing and dynamic agency with a talented team of event experts with a wide range of skill sets that create a successful mix.

SEVEN are part of the wider SevenCapital group. The SevenCapital group are constantly adding to their portfolio investments, which currently includes property, events, travel, hotels, media and property interiors.

The Facts

- **85% female founded**
- **2 decades in operation**
- **85+ countries delivered in**
- **5+ Industry Awards**

sevenevents.co.uk

Our Values

Not just words, but our approach to work, play and events is a mind-set for everyone at Seven.

Creativity- we champion innovative thinking, push the boundaries, elevate the experience and bring events to life globally.

Responsibility- We act with honesty, integrity, and thoughtfulness for both people and the planet

Insights- We're insightful, understanding and adjusting to the subtleties required for the 'human touch' at your event.

Inclusiveness - We are kind, and we are authentic. We celebrate everyone's unique passions, talents, and backgrounds.

Collaboration - We understand the importance of working collaboratively with all stakeholders to deliver the best experience.

Partnerships- Our passion to align with our clients' needs, enables us to become a trusted partner. We care about our clients and their business.

Benefits

- Hybrid working
- Team away days, socials and annual company off site
- Fam trips and overseas events
- 25 holidays, plus bank holidays and additional days for lieu days accrued
- Workplace pension scheme
- Agile and approachable management team

Role Overview

The role will involve close management of overall projects and project teams across a wide range of clients. As a senior member of the project team, you will be relied upon by the management team to support across different projects, while also helping to support and guide junior members of the team to ensure the overall success of all projects.

Applicants Should Have:

- At least **six** years event agency experience in a client facing role
- A key element of the role is to follow and fully understand our internal processes. A large part of your day-to-day responsibility will be in implementing internal processes while managing projects. So, the ability to adapt to and follow processes is a crucial requirement
- The capability to write, manage and check proposals independently, always looking to exceed clients' expectations with a high level of detail and creative responses to a brief
- Ability to multitask, managing multiple projects and teams at one time
- The role includes working on and taking ownership of budgets, so confident financial management imperative
- Excellent knowledge of London, UK & European venues
- Successful candidates will be required to carry out face-to-face meetings with suppliers and clients and so it is imperative that they are presentable with an engaging personality
- Experience of working with the online delegate management systems CVENT is desired
- Experience of working across a variety of event formats, including conferences and incentives
- An understanding of event production, from design to implementation
- A proven track record of delivering virtual events is very much desired
- A commercial mindset, aiming to always maximise the profitability of events

To fit in with our culture you will:

- Be a true **team player** who embodies the values of the SevenEvents team
- Continuously demonstrates honesty and integrity
- Be passionate about the event industry and always looking to widen your knowledge through training, networking and research
- Be flexible to travel for international events and work out of office hours onsite
- Be passionate about supporting your peers and overcoming challenges, always offering engaged and considered feedback
- A commercial mindset with a track record of maximising the profitability of events
- Have a strong work ethic, masses of enthusiasm and the motivation to become an integral part of an expanding business