

JOB DESCRIPTION

Job Title: Head of Events	Department: Commercial
Location: UK or European Union	Reports: 1
Reports to (Title): CEO	

CrowdHelix Introduction The Company, The Mission

Collaboration, intelligence: CrowdHelix is an Open Innovation platform that forges links between an international network of excellent researchers and innovating companies, so that they can plan, deliver, and exploit pioneering collaborative projects and value chains.

Founded in 2012 by Research & Innovation Managers, CrowdHelix has now spent over 13 years helping Universities, RTOs and Businesses to connect with trusted collaborators. This is our quality over quantity approach to open collaboration for the Global Research and Innovation ecosystem.

CrowdHelix's Mission revolves around facilitating positive change and having a meaningful impact in the real world. The collaborative partnerships, proposals and projects that CrowdHelix helps to facilitate have the power to yield new cutting edge technologies and innovative solutions to societal challenges. They contribute to the health and well-being of global citizens, harness the world's brightest minds, create better environments, cleaner living, exciting tech and breakthrough innovations. CrowdHelix welcomes team members that want to play a role in building a better world for generations to come through European-led research and innovation.

PRIMARY PURPOSE & SCOPE

The job in a nutshell; summary of accountability and context within the business

The role of Head of Events is to lead Crowdhelix's international events programme, with responsibility for setting direction, creating and maintaining the events plan, and delivering against defined revenue targets while supporting membership value and commercial outcomes.

Working closely with the Senior Leadership Team, business development and marketing teams, you will shape the events strategy to support member growth and retention. You will identify commercial opportunities within the events programme by using events to deepen relationships, support member engagement, inform business development conversations, and gather insight directly from members.

You will have overall responsibility for the end-to-end delivery of all Crowdhelix events, including member and training events, online formats, internal events, and the annual international RTO event. You will set the blueprint for event excellence, establishing clear standards, processes and ways of working that ensure events are consistently well planned, well delivered and continually improved. You will line-manage the Events and Communications team, providing clear leadership, prioritisation and development.

Given the remote nature of this role, the ideal candidate will be based in the European Union or United Kingdom.

ROLE AND RESPONSIBILITIES

What the role entails on a day-to-day basis

- Create and implement an events strategy including plans for increasing event attendance and impact to support us meeting our organisational goals
- Work closely with the Senior Leadership Team and business development and marketing teams to ensure your strategy and delivery meets their needs
- Liaise with internal stakeholders to create an annual events plan
- Produce detailed plans for events (including speakers, timelines, venues, suppliers, staffing and budgets) and execute them to a high standard
- Manage suppliers and all event logistics (for example, venue, catering, travel)
- Negotiate longer-term contracts to minimise event costs
- Manage platforms for the effective delivery of events
- Work with marketing and business development teams to ensure effective promotion campaigns are in place
- Build relationships with event speakers to create an engaged community who can support current and future events
- Responsible for all activities involved in running events from pre-planning, to running the event and closing it, resolving issues as they arise

KEY RELATIONSHIPS

What the role entails on a day-to-day basis

External:

Customers and prospects

Speakers

Venues

Suppliers

Internal:

Marketing

Commercial team

Account Management Team

Technology

Senior Leadership Team

KNOWLEDGE, SKILLS & EXPERIENCE

The technical requirement to do the job and the qualities we value in all our people

- Relevant degree or equivalent professional experience in events, marketing or a related discipline
- At least 5 years' experience in a senior events leadership role or at Head of level, with clear commercial accountability and experience delivering against revenue targets
- Proven experience leading, developing and supporting events teams, creating clear direction, strong ways of working and progression
- Strong senior stakeholder and relationship management skills, with the ability to work credibly with executive and commercial teams
- Confident commercial negotiator, with experience managing suppliers, budgets and long term value
- Proven ability to manage multiple priorities at scale, balancing strategic oversight with operational delivery
- Comfortable operating in a very fast-paced, international environment and able to perform effectively under pressure
- Experience in research, funding and technology would be desirable.
- High attention to detail, with strong standards around quality and delivery

Expected salary range - subject to experience - is in the range of £50,000-£60,000 p/a