

## **Job Description and Requirements for IFEAT Events Manager**

IFEAT (International Federation of Essential Oils and Aroma Trades) is looking for a full time employee to join their existing team.

Working from your home office, during the IFEAT office hours of 9am to 5.30pm Monday to Friday, you will work alongside the IFEAT Team of Executive Committee Coordinator/Membership Manager, Conference Programme, Web and Media Manager, Finance Coordinator, Chief Scientific Officer, Scientific Administrator and Study Tour Coordinator. You will report to the IFEAT Executive Committee Chair and assist the Conference and Study Tour Committees Chairs and all the involved Committee Chairs.

IFEAT currently organises two main event per year; the Annual Conference and a Study Tour:

- The Annual Conference - runs from Sunday to Thursday and takes place in a different international location each year attracting 1,200 plus delegates. It is open to members and non-members and incorporates an exhibition, members dinner and a Closing Banquet
- The Study Tour - for a maximum of 50 participants and for seven to 10 days, in a different location each year. It is open to members only.

Additionally, Virtual Conferences may be organised in place of our Annual Conference, as was the case for 2020 when over 500 delegates (both members and non-members) registered to attend online presentations, exhibition and networking. A hybrid solution may be incorporated into our future Annual Conferences depending upon the location and global conditions.

Further IFEAT events are being considered for the future, and these include:

- Regional Conferences - a two day event to be held once a year for 250-500 people in a major city, open to members and non-members
- Meet & Greet/Get-Together - a one day informal event for up to 100 members only to be held perhaps two to three times per year in major cities around the world

### **Job Requirements**

- At least 5 years' experience in Events Management in a similar role
- Excellent organisational skills
- Excellent communicator, coordinator and people management
- Strong experience in budgeting of events
- Experience in interacting with Associations and Committees is a plus
- Experience in website management/CRM
- Experience in office administration
- Ability to work alone and also in a team
- Ready and able to substitute any other member of staff during absence, holiday or illness should this be required



## Job Responsibilities

- Planning, designing and implanting IFEAT events, such as the Annual Conference, Study Tour, Exhibition or other IFEAT events, including virtual and hybrid events
- Plan and prepare at the same time future events on a 3 year planning basis
- Coordinating various external contractors related directly or indirectly with IFEAT events
- Preparing and updating budgets for the Annual Conference, Study Tour and other events in cooperation with the Finance Coordinator and directly reporting to the Finance Chair
- Negotiate hotels conditions and various events suppliers
- Handling all venue and supplier invoices
- Handling events registrations through the IFEAT registration software or other means
- Working with the Finance Coordinator on registration payments including chasing payments
- Compilation and overseeing the production of all Conference and IFEAT Study Tour literature promotional flyers, Conference brochure, pocket programme etc...
- Working with the graphic design contractor and IFEAT Media Manager on branding for the Conference and Study Tour logos
- Compilation and overseeing the production of all graphics, branding and signage at the event
- Handling sponsorships and advertising for the annual Conference
- Working with the Conference Programme Manager on drafting and uploading Conference and Study Tour website pages
- Working with the Conference Programme Manager on speaker registrations and requirements
- Working with the chosen DMC for the event
- Working closely with the event and satellite hotels
- Set up all the necessary requirements to open registration in due time and follow registration all the way through until the event
- Assist delegates before, during and after the event
- Sales of meeting rooms, exhibition space and other IFEAT event related products
- Undertaking administration tasks such as event related communication to IFEAT members and non-members
- Setting up of and attendance during regular conference calls
- In-person attendance at the annual Conference and EC Meetings - one in London and two overseas
- Attendance at ad-hoc meetings (both online and in-person)
- Assistance on ad-hoc projects as directed by the Executive Committee and Conference Committee
- Support to other members of the IFEAT Team as and when required
- Update on a regular basis (every month) the conference organisation charts and share with Conference Committee members
- Organise and record event statistics



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- Compilation of delegate lists for events and the sharing the registered delegates list weekly with delegates and the Committee until the event start or registration is closed
- Organise the recording of all delegate data onsite, including access to various events, and the sharing of such data with the Conference Committee Chair after the event and use for future events planning
- Drafting and sending of MailChimp mail-shots relating to IFEAT events together with the Media Manager

### **Personal Requirements**

- Ability to work from home office
- Resident in the UK - preferably in Greater London/South East England to enable easy travel to ad-hoc meetings in London
- Social person with the ability to work in a team and also independently and be able to lead a local events team onsite at events
- Ability to travel internationally (for bi-annual meetings, the Annual Conference and site visits for the annual conference and also to plan future events)
- IT literate (Excel, website applications, Google Apps, MailChimp, WooCommerce, WordPress, virtual event platforms, Xero)
- Flexible in additional working hours (including possible evening conference calls)
- Native/Fluent English language with perfect writing skills - other languages an advantage

### **Timing of Hire**

- Approximately 1st September 2021