



The Role: Pearson National Teaching Awards UK Ceremony Event Manager

About the Teaching Awards Trust

The Teaching Awards Trust is a national charity founded in 1998 by Lord David Puttnam CBE, as a means of recognising and celebrating excellence in education.

The Teaching Awards Trust works in education through 2 main projects: **The “Thank-a-Teacher” campaign** which encourages young people, parents and fellow teachers to say “thank you” to a teacher who has really made a difference in their lives and **the Pearson National Teaching Awards**

Our vision is a teaching profession with high morale and a society that values and celebrates the great work that is done by teachers and leaders in education

About the Awards

We run a national awards programme that identifies and celebrates leading teachers from across the UK. Any teacher in England, Wales and Northern Ireland can be nominated for a Pearson Teaching Award. An in-depth selection process identifies ground-breaking teachers who can go on to receive the accolade of Teaching Award winner. The grand final ceremony of the UK Teaching Awards is broadcast on television by BBC2.

This year, the event will take place on 20th October at The Roundhouse, Chalk Farm.
There will be c. 800 guests

About the Role

We are looking for an outstanding freelance Events Manager to take charge and help us deliver our prestigious annual UK Ceremony. This is a great role for a collaborative, ‘hands-on’ event manager looking to work on a high-profile event.

You’ll be the go-to person for all aspects of the event. The ceremony is in its 21st year, so many elements are straightforward. However, this is our flagship event, and its success requires the coordination of our sponsors, the BBC, schools, teachers, judges, venue partners, set designers and more so we are looking for a highly organised, highly collaborative and experienced person to fulfil the role.

We are a small and tight-knit team, and we all love what we do – we get to celebrate outstanding teachers, work closely with the BBC and an amazing group of supportive judges, trustees and schools. The main responsibilities for the events manager include planning and managing all the logistics involved with running the event, as well as supporting the marketing activity around the events. The role holder will work closely with the operations manager and the marketing manager and report into the Director.

Scope of Work: Planning and managing the successful delivery of the 2019 Pearson National Teaching Awards including post event follow up

2 days per week in July (total 10 days)
4 Keep in touch days in August – (total 4 days)
4 days per week in September (total 16 days)
5 days per week in October (total 20 days)

TOTAL = 50 days

Contract Rate = £7500

(This working pattern is negotiable)

Specific duties and responsibilities

- Work with key delivery partners BBC and Pearson to organize and run the event
- Produce detailed event, project and risk management plans (including timelines, venues, suppliers, legal obligations, staffing and budgets)
- Manage suppliers and contractors, negotiate best-value prices and hire
- Manage and coordinate suppliers and all event logistics (for example, set design, venue, catering, guest accommodation and travel)
- Manage the guest list, RSVP system and all guest communications for the event
- Work with the marketing manager to publicise and promote the event
- Coordinate suppliers, handle client queries and troubleshoot on the day of the event to ensure that all runs smoothly and to budget
- Manage a team of staff, giving full briefings
- Organise facilities for car parking, traffic control, security, first aid, hospitality and the media
- Make sure that insurance, legal, health and safety obligations are followed
- Oversee the dismantling and removal of the event and clear the venue efficiently
- Produce post-event evaluation to inform future events
- Knowledge of the education sector (desirable).

Personal style and behaviour

- Able to work independently and take initiative
- Exceptional organisation and communication skills
- Flexible approach to work and positive can-do outlook
- A team player with a proactive approach to work
- Innovative and willing to take risks.
- A keen interest in the education sector

Please apply in writing with a CV and cover letter outlining why you would be suitable for the role, addressed to Kate Micallef at KateM@teachingawards.com. The deadline for applications is Sunday 2nd June 2019.