



Title: Events Internship - 4 months May – September 2024

Salary: £23,858 - £26,970 DOE

Location: Loughborough (hybrid working)

Are you interested in working on zero emission transport business-to-business events?
Are you looking for hands-on experience and keen to build on your skills?

If so, there is a fantastic opportunity for you to develop here at Cenex as our Events Intern. Cenex is a not-for-profit organisation employing 38 people in the UK and our sister organisation employs 8 people in the Netherlands, with the overall objective of lowering emissions through innovation in transport and energy infrastructure.

We run one of the UK's largest transport innovation events that provides a platform to stimulate ideas and showcase the latest technology, whilst bringing together the people who will deliver the net zero and connected automated mobility future (www.cenex-expo.com). The Cenex Expo event incorporates technology exhibitions, extensive seminar programmes, facilitated networking with UK and overseas delegates and a ride & drive experience for the latest hybrid, electric and alternatively fuelled vehicles available on the market, as well as those from research projects. The event runs for two days and has over 200 exhibitors and 4,000 visitors.

You will play a pivotal role within the small delivery team. Your expected day-to-day tasks will include but will not be limited to:

- Assisting and responding to exhibitor sales and enquires
- Liaise with speakers ensuring they have all relevant information
- Liaise with suppliers, clients and contractors to ensure all expectations are met
- Manage event admin, including delegate lists, VIPs and feedback
- Support with any promotional marketing for the event and production of marketing materials
- Ensure the event website is always up to date.
- Support on the organisation of any side events that take place during the event
- Support the overall delivery of Cenex Expo on the live days (4th-5th September 2024)

To be considered for the role you should possess:

- Enthusiasm for and an interest in low carbon vehicles
- Strong organisational skills
- Keen interest in business events
- A willingness to learn and get fully immersed into the role.
- Strong communication skills (both written and verbal) and the ability to negotiate and set expectations
- A good working knowledge of Microsoft Office and experience of using social media platforms
- The ability to work occasional flexible hours for the needs of the event and business.

In return for your skills, we offer competitive pay, flexible working and excellent benefits in a genuinely great place to work which is highly professional, dynamic and fun. If you think you have the experience and ability we are looking for, then please send your CV now, with a covering letter (maximum two pages and setting out how you meet our requirements and why you want to become our Events Intern) to jobs@cenex.co.uk.

The closing date for applications is Sunday 11th February 2024.