



Title: Event Executive

Salary: £27,650 - £37,090 dependent on experience and skills

Applications: CV & Covering Letter

Term: 6 month contract

Location: Loughborough

Can you influence the future direction of transport in the UK and Europe? If so, there is a fantastic opportunity for you to develop your events experience here at Cenex as our Event Executive.

Cenex is a not-for-profit organisation employing 40 people across the UK and Netherlands, with the overall objective of lowering emissions through innovation in transport and energy infrastructure.

We run one of the UK's largest innovation events for the Net Zero and Connected Automated Mobility community ([www.cenex-expo.com](http://www.cenex-expo.com)). The event incorporates technology exhibition, 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.

In this role you will:

- Support in the development and delivery of Cenex Expo
- Engage with stakeholders to drive sales and sponsorship and promote delegate registration/attendance
- Liaise with suppliers, clients and contractors to ensure all expectations are met
- Manage event admin, including but not limited to the event app, exhibitor listings, VIPs and event feedback
- Monitor and support we deliver against our event project plan and objectives
- Support the development and production of marketing materials to deliver business growth
- Support the marketing and communications staff as required

To be considered for the role you should possess:

- 1- 2 years of event organisation experience
- Educated to degree level or equivalent in a relevant subject
- Strong organisational skills and the ability to manage competing deadlines
- Strong communication skills, the ability to negotiate and set expectations
- High attention to details
- Demonstrable team skills
- Highly motivated Educated to degree level or equivalent in a relevant subject
- Proven self-started and capable of working unsupervised
- Experience/knowledge of marketing and/or communications
- Highly competent in Microsoft Office suite
- Enthusiasm with an interest in low carbon vehicles
- Valid UK driving licence and ability to travel in the UK and to Europe as well as being willing to work occasional flexible hours
- Entitled to work in the UK



## Benefits

We provide an exciting and rewarding place for you to work, giving you the opportunity to make a real difference in the world by working with an exceptional team of talented, dedicated and supportive individuals who are committed to reducing the environmental impact of transport. So, whether you are an events professional looking for the focus of a single B2B event assignment, or a professional at an early stage of your career looking to gain end-to-end experience in event delivery, this could be an exciting new role for you.

In addition to a competitive salary we offer significant benefits, including:

- flexible working hours
- a hybrid working policy
- generous holiday entitlement (27 days plus statutory)
- stakeholder pension scheme (7.5% employer contribution);
- electric vehicle/e-bike salary sacrifice scheme, plus
- you will have a fantastic opportunity to develop your career with us through our broad range of projects, mentoring, and a personalised approach to your learning and development.