**Role Description for**

**Event & Exhibition Executive (Voluntary Role)**

**July 2024**

**Job Titles:** Events & Exhibition Executive

**Location:** Nationwide (with easy access to main cities)

**Reporting To**: Snr Marketing & Events Officer

**Contract Type:** Volunteer Agreement

**Salary:** Out of Pocket Expenses Only

**Checks:** A security check (DBS) will be required for this role

# About The Security Institute

The Security Institutes vision is to be recognised as the leading professional body for security; with a mission to inspire, inform and inﬂuence professional excellence for the benefit of our members, the security community and wider society.

We are committed to providing an exceptional membership experience, with aims to:

* Provide lifelong learning, professional development and qualiﬁcation in security.
* Recognise competence through peer review and validation of our members.
* Support networking and the exchange of knowledge, information, and best practice
* Promote standards and ethics and make a valuable contribution to society through innovation.
* Collaborate with government, academic bodies, and other organisations to influence policy.
* Enhance the reputation and understanding of the security discipline, providing a powerful unifying voice.

Since we launched in 1999, we have strived to promote the highest possible standards of integrity and professional competence in the security industry. We have become the UK's largest professional institution oﬀering professional memberships to nearly 5,000 security professionals.

Driven by our vision and aims, we are a forward-thinking organisation with the drive to grow to be the leading voice for security professionals. We value teamwork, and our members voices and we seek these opinions to help us deliver our aims to the highest possible standard.

# Scope and purpose of the role

This is an exciting and unique opportunity to join The Security Institute at an important phase of its growth and development.

The Events & Exhibition Executive is a new role within The Security Institute team, reporting to the Snr Marketing & Events Officer and working closely with the Events Officer.

The purpose of the role is to support the Institute in our marketing and events activity, which is part of our membership pillar in the Institute.

1. **About you**

You will be a confident self-driven individual who has an understanding event and engagement with stakeholders and who can work within a fast pace setting.

# Main duties and responsibilities (not necessarily in priority order)

* To support in the setting up of stands and displays for events and exhibitions
* To support in the marketing and promotion of Institute events
* To engage with members and potential members explaining the work of the Institute whilst stationed at the stand
* To support in logistics of the larger scale events
* To ensure the stand or exhibition space is well presented
* To ensure that records are maintained in the correct system (CRM/SharePoint) in accordance with our internal policies.
* To comply with data protection legislation and act responsibly on matters of data disclosure both internally and to third parties, maintaining the highest standards of confidentiality.
* To build positive working relationships both with internal colleagues and externally with stakeholders.
* To represent the Institute in a professional manner and to act at all times in a manner which will not damage its reputation

# Essential Criteria:

* Excellent communication and interpersonal skills
* Some experience of organising events
* Good time management skills
* An interest in the security industry
* Highly organised, with good attention to detail
* Ability to work on own initiative without supervision
* Strong relationship-building and networking skills, able to represent The Institute in a positive and professional way
* Excellent problem-solving skills
* Ability to work positively and collaboratively in a high performing team
* Competent in using the Microsoft Office 365 suite and CRM systems
* Capacity and willingness to travel on occasion throughout the UK, including overnight stays.
* A positive can-do growth mindset, keeping calm under pressure
* Evidence of the right to work in the UK.
1. **Desirable**
* Educated to degree level
* Experience of managing a group of volunteers
* Experience of impact measurement and report writing
1. **Diversity**

 We actively encourage applications from a wide range of people from diverse backgrounds to apply for our positions as

 we are committed to having a team that is made up of diverse people with diverse skills, experiences, perspectives,

 and abilities.

 **8. Next Steps**

* Deadline for application: Monday 19th August 2024 (10.00am)
* Shortlisting: Ongoing
* Interview: week beginning: Ongoing
* Start date: ASAP

 **How to apply**

 Please send an up-to-date CV along with a covering letter showing how you meet the essential criteria and any of the desirable criteria to hrteam@security-institute.org

Reference: **EEE - July24 Application**

Please write the above reference in the subject header

**Thank you for your interest in the role.**