

## Memorable Events Don't Just Happen... ...They Happen to be our Business

Have you got what it takes to join our award-winning team?

<b>Role:</b>	<b>Senior Events Co-ordinator</b>
<b>Term:</b>	<b>Full Time - Office Based in Holywood <i>with 4:1 ratio</i></b>
<b>Salary Range:</b>	<b>£26k-£28k per annum</b>
<b>Start date:</b>	<b>Mid – End January (negotiable)</b>
<b>Interviews:</b>	<b>w/c 6<sup>th</sup> January (ideally in person)</b>
<b>Application format:</b>	<b>Tailored CV &amp; Cover letter to <a href="mailto:jobs@morrowcommunications.com">jobs@morrowcommunications.com</a></b>
<b>Applications Close:</b>	<b>Friday 20<sup>th</sup> December 2024 at 5pm</b>

Morrow Communications requires a **Senior Events Co-ordinator** to join our dynamic, award-winning Events team.

As a key part of one of Northern Ireland's leading integrated communications consultancies our events specialists already work with some of the UK and Ireland's largest employers, most **iconic brands** and **ambitious companies** to deliver world-class, high impact events of all shapes and sizes.

Our focus is on planning and delivering first-class communications solutions, including the implementation of events (primarily business to business), which help bring our clients' brands, programmes, initiatives or products to life and help to engage and connect with their key audiences.

## Who we are...

We are a full-service communications agency based in Holywood, Co Down, delivering creative campaigns that truly engage and inspire.

Together, our 35+ talented team of creatives deliver results for our clients across PR, Video Production, Event Management, Advertising, Design and Digital services. We collaborate to create fantastic award-winning campaigns for some of the biggest companies and public sector organisations in Northern Ireland and beyond.

We have also won some of the biggest industry awards going for our company culture and client work. For example, we are recognised as CIPR Consultancy of the Year for 2023/24, the fifth time we have held this accolade in the last 10 years. This year we also picked up a total of 13 CIPR Pride Awards for our client work including for Best Event. We were also named a 'Best Place to Work' finalist in the Irish News Workplace and Employment Awards 2023. Our Events team have previously awarded Best Agency Conference Organiser by ABPCO and

Our commitment to excellence and outstanding achievement in events has been previously recognised by the Association of British Professional Conference Organisers (ABPCO) as Best Agency PCO in the UK. This year we have been shortlisted in the Best Corporate Event Agency category in the Irish Event Impact Awards 2025.

Celebrating 40 years in business in 2025, we are constantly focussed on growth and work hard to invest in our people through our **Belong Employee Programme which includes additional team benefits**, and in turn we expect commitment, integrity and loyalty in return. With a new ambitious growth strategy, there are significant opportunities for good people to grow with us.

## Who we're looking for...

The successful candidate will need to quickly integrate into a busy events team working with other team members to deliver key tasks for ongoing and project-based clients across a range of business sectors – agri-food, economic development, energy & environment, professional services, tourism, transport, consumer brands and more.

The core range of events we manage on behalf of clients include but isn't limited to –

- Major conferences, workshops and webinar/seminars;
- Stakeholder and Public Information events/roadshows

- Business announcements, product launches, company training/ networking events,
- Trade fairs/shows, exhibitions
- Gala Dinners and Award Ceremonies.

## What you need to have...

### Essential criteria/skills

- **Third level qualification** either diploma, foundation degree or degree in a related subject - Event Management / Communications / Marketing or similar);
- Have a minimum of **2 years' experience** in an events planning, marketing or hospitality related role where you have delivered or planned live and/or virtual events. You should have a strong project management ability and commercial awareness.
- **Flexible in working** outside of the normal working hours and getting to where you need to be with little notice, so **access to your own transport** and a **Full UK Driving licence** is also a must.

### Desirable criteria/Skills

- Previous experience working in or as part of the **corporate events industry** (amongst other) with knowledge of the public/private and third sector players in NI/Ireland/UK
- Demonstrate knowledge of the **fundamentals of event/project management**, planning, delivery and evaluation phases, including managing external services and suppliers
- Understanding of **marketing & promotional tactics** used in event promotion and audience engagement tactics e.g. direct contact, PR/publicity, social media etc.

## You will be...

- Confident and passionate about events with the ability to positively engage with and inspire everyone you might encounter along your events journey;
- Well organised, professional who can prioritise tasks effectively with an attention to detail;
- Excellent at communicating in person, online and via telephone focussed on high standards of customer service with a can-do attitude;
- A team player, but equally comfortable working independently with initiative
- Able to multi-task, work under pressure and problem-solve with realistic solutions;
- Proficient with Microsoft Office applications (in particular Word, Excel, PowerPoint, Teams) with an excellent approach to administrative tasks
- Knowledgeable with the use and application of online event marketing systems e.g. WordPress, Canva, Eventbrite some understanding of Video conference/Livestream systems would be a bonus, but not essential as training will be provided.

## What you can expect from us...

You can expect to thrive and grow at Morrows with reward and recognition at every step of your career, delivered through our first-class employee engagement programme, 'Belong'. Morrows is the only agency in Northern Ireland which holds the PRCA Gold Communications Management Standard, an internationally recognised quality mark of our high standards.

All team members benefit from;

- A competitive salary that's regularly reviewed
- Support to progress through your own Personal Development Programme
- Regular company, wellbeing and social festivities through Morrows 'Team Fun'
- Flexible working hours to support a positive work life balance, including our 'summer hours' scheme with extra time off
- A modern, vibrant office environment with free on-site parking/public transport accessible
- 33 days annual leave including statutory holidays plus additional holiday entitlement earned through long service
- Access to private medical cover
- Company phone/laptop as required (following successful probation)
- Company membership of PRCA and supported membership of CIPR if of interest.

All this will be provided in an open, friendly, and supportive environment with relevant training and career development opportunities.

## How to apply.....

If you meet the above criteria and have the experience and ambition to deliver what we need, apply with an **up to date and tailored CV including specific relevant examples to meet the job requirements.**

Please also include **a separate elevator pitch/cover letter** about yourself (150 words maximum) highlighting how you are the must-see candidate for this position. Please tailor your pitch to best demonstrate how you are right for this role.

Email for the attention of the Events Director to [jobs@morrowcommunications.com](mailto:jobs@morrowcommunications.com)

**Reference ID:** Senior Events Co-ordinator (SEVC)

**Closing date:** Friday 20th December at 5pm