

SASIG Events

(part of Nineteen Group)

Events Coordinator



About us

Location: Wimbledon (Office based at Group HQ)

Contract type: 9-12 months fixed-term contract

Start date: Approximately 1st December 2025

Incredible benefits | Vibrant team culture | Impactful work in a fast-moving industry

Looking to build your career in events? Want to be part of something exciting, purposeful and people-first?

SASIG (Security Awareness Special Interest Group) is the leading networking and thought-leadership forum for the cybersecurity industry. We're a small, close-knit team with a big impact, bringing together 11,000+ members from some of the world's most influential organisations to tackle today's most pressing cybersecurity challenges.

SASIG is proudly part of Nineteen Group, a dynamic and growing events business with a strong reputation across multiple sectors.

About the Role

As an **Events Coordinator**, you'll support the planning, coordination and delivery of a busy calendar of high-quality events – from thought-provoking webinars and engaging in-person events, to our flagship Big SASIG conference. You'll play a vital role, with plenty of opportunities to contribute, learn and grow. If you're proactive, organised, detail-oriented and enjoy working with people, this is your opportunity to make your mark.

You'll be responsible for:

- **End-to-end event oversight:** Execution within critical expected timescales. From uploading event listings to the website and managing pre-event registration, to coordinating delegate communications, sending reminders, and ensuring smooth on-the-day delivery
- **Venue and travel coordination:** Assisting with sourcing and booking venues, arranging catering, facilities, travel and accommodation for the team
- **Speaker and delegate liaison:** Coordinating logistics, presentation materials, providing excellent customer service via email and phone
- **Content preparation:** Compiling and quality-checking event decks and digital materials
- **Event day logistics and attendance:** Managing onsite attendance, setting up AV, preparing name badges, overseeing catering and ensuring all runs to time
- **Webinars:** Assisting with delivery and coordination of regular webinars
- **Communications and marketing:** Creating and sending newsletters and event invites, updates and reminders via our email platform; helping with social media posts and owning website updates
- **Membership and general admin:** Reviewing new applications, maintaining our database, keeping inboxes organised, taking inbound phone calls, and responding to queries promptly
- **Data and reporting:** Tracking attendance, evaluating feedback and supporting insights into engagement and event performance
- **Other tasks:** Supporting the wider team with admin, budget tracking and project work as needed

About You

We're looking for someone who thrives in a fast-paced, people-focused environment and is excited to work across a wide variety of events and projects.

You're a great fit if you:

- Have excellent communication and interpersonal skills
- Are a proactive team player who brings a confident and positive attitude and strong sense of ownership and accountability
- Are super-organised and meticulous with detail, with great problem-solving skills
- Stay calm under pressure and can juggle competing priorities
- Can write friendly, professional emails and handle phone queries confidently
- Are ambitious, self-motivated and happy to ask for help when needed
- Bring a willingness to learn, grow and take initiative
- Have events or admin coordination experience
- Are highly proficient in Microsoft Office (especially Word, Excel and PowerPoint)

Bonus points for experience with:

- Email marketing tools (e.g. Mailchimp, HubSpot)
- CMS platforms (e.g. WordPress)
- Customer databases (e.g. Teamleader, HubSpot)
- Hosting or supporting webinars

Why Join SASIG?

We offer something many companies can't: **incredible benefits, an inspiring team culture and a real sense of purpose.**

Our benefits include:

- **25 days' annual leave** plus bank holidays
- **Your birthday off, 2 wellbeing days and 2 volunteer days** per year
- **Inclusive policies** such as menopause and mental health support
- **Enhanced parental leave** and a **nappy subscription** for new parents
- **Private medical and dental cover** or a **wellbeing allowance** (your choice)
- **Peer nominated monthly awards**
- Weekly **yoga and meditation** and discounted massages
- **Cycle to Work scheme**
- **Regular socials**, lunches and our famous Summer and Christmas parties
- **Lively Wimbledon office** – friendly, supportive, and **fun**

What Makes SASIG Special?

We're a company that puts people first. Our inclusive culture values honesty, learning, creativity and connection. Everyone has a voice. Everyone is supported to grow. And everyone works together to create events that truly make a difference in the cybersecurity world. Learn more about the Nineteen Group culture [here](#).

Ready to Apply?

If you're excited to build your events career in a company that genuinely values its people, **we'd love to hear from you.** Simply send your CV and a covering letter to cpearson@nineteengroup.com.