



Events Executive

About the role

You are responsible for planning and coordinating the delivery of our online and in-person events programme. You will work with the whole team to organise the timely delivery of all our activities.

Reporting to the Managing Director, you will work closely with the Chairman and Managing Director (for planning), Project Lead (for assistance) and Content Lead (for content).

Location: Hybrid working - Home-working, with regular travel to in-person events and meetings

Contract type: 9-12 months fixed-term contract

Start date: Immediate start available

SASIG (Security Awareness Special Interest Group) is the leading networking and thought-leadership forum for the cybersecurity industry. We're a small 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.

Key responsibilities

- Planning, coordinating and delivering webinars and in-person events
- **Comms and marketing** of events to membership, on website and social media
- **Membership admin** Applications and enquires (staying on top of the info@ inbox)
- **Comms and logistics** of venue (inc catering), speaker (inc presentations) and delegates
- **CRM:** Maintaining management of database
- **Event data:** management, inc client enquires
- **Databases management:** of speakers, venues, other resources
- Attending to coordinate regular in-person events, dinners, roundtables and workshops (registration, AV, catering, etc), typically 1-2/month, upwards of 3/month
- Delivering and coordinating regular webinars ("tech'ing"), typically 1-2/month, upwards of 4-5/month
- Other reasonable duties, as required by the company

Skills and experience

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:

- Confident, can-do attitude
- Excellent organisational and administration skills
- Clear demonstration of strategic thinking and planning
- Highly proficient in Microsoft Word, Excel, PowerPoint, Outlook
- Strong communication skills, well-presented and professional
- Very strong attention to detail
- Problem solving skills
- Willing and able to work long and flexible hours, as needed
- Resilience and ability to stay calm and thrive under pressure
- Able to work independently and get the job done within expected time frames