

Job title	Manager, Conference Producer
Reports to	Principal, Head of Events and Training Operations.

About UK Finance

Background

UK Finance is a trade association representing over 300 of the leading firms providing finance, banking, markets and payments-related services in or from the UK. Our members are large and small, national and regional, domestic and international, corporate and mutual, retail and wholesale, physical and virtual, banks and non-banks. Our members' customers are individuals, corporates, charities, clubs, associations and government bodies, based in the UK and overseas, served domestically and cross-border. These customers access a wide range of financial and advisory products and services, essential to their day-to-day activities, from our members. The interests of our members' customers are at the heart of our work.

Our purpose

To champion a thriving banking and finance industry, acting always in the best interests of consumers, businesses and wider society.

Our values

- Integrity:** We act transparently and ethically for the good of our members as well as their customers and wider society. We seek to enhance trust in the banking and finance industry.
- Excellence:** We lead from the front as a beacon of quality, inspiration and best practice.
- Leadership:** We are proactive and innovative in helping to shape tomorrow's banking and finance landscape

Job purpose

Working closely with the Commercial Delivery team, this role will be responsible for driving a series of programmes across our Commercial Delivery portfolio. An experienced producer, with an analytical mind, attention to detail and a genuine interest in financial services, this is a great opportunity to join a fast-moving team and make an impact.

Duties and responsibilities

- Responsible for researching, developing and delivering outstanding content across UK Finance's Commercial Delivery portfolio of events.
- Identifying new themes and topics that are relevant and timely
- Keep up to date with industry trends, through event attendance, industry media, stakeholder relationships etc.
- Market research and analysis of key subject areas and hot topics within the industry and relevant target audiences
- Identifying and inviting high-level, influential industry experts to speak at relevant events
- Working closely with our policy, membership and sponsorship teams to understand the current industry objectives.
- Copy writing of promotional material for conference programmes and marketing activities to appeal to relevant audiences
- Production of creative and innovative conference agendas, considering new technologies and ways of presenting information.
- Identifying relevant sponsorship and commercial opportunities
- Onsite attendance at relevant events to help build relationships
- Ensuring key sponsors and event partners are provided with support as required regarding thought leadership and speaking at our events.
- Liaising with Speakers and workshop leads in a timely and efficient manner
- Building and maintaining a speaker database.
- Ensuring that all presentations and materials are received and checked in advance of events, working closely with speakers and sponsors.
- Supporting the wider Commercial Delivery Team when required

Qualifications, skills and competencies

The successful candidate will be an experienced conference producer, accustomed to delivering exceptional content in high-pressure and high-profile conferences and events. This role will be a natural home for a persuasive, confident storyteller and it requires the skills to continually match complex regulatory and legislative issues with an interactive, outstanding delegate experience. An ability to analyse complex problems to find innovative logistical solutions will be advantageous, while the ability to juggle multiple, diverse workflows simultaneously is essential.

- Experience of producing content for both small and large scale events
- Ability to conduct relevant research and analysis
- Strong skills of persuasion and stakeholder management
- Solves complex problems; takes a new perspective using existing solutions
- Experienced in, and confident of, working across several events, sometimes in close succession
- Understanding of branding sensitivity; experience of working successfully with multiple sponsors while maintaining brand integrity.
- Works independently; receives minimal guidance.
- Willingness to work flexibly, and outside of normal office hours, as part of a team working on early morning or late evening events
- Event and Training marketing and copy-writing experience is essential
- Highly desired experience within Financial Services **End**