

SENIOR PROJECT MANAGER JOB DESCRIPTION & PERSON SPECIFICATION

NAME:

DEPARTMENT OR TEAM: Events

REPORTS TO: Project Director

Objectives of Role:

1. To deliver outstanding events on behalf of our clients, maintaining positive cash flow and good profitability through excellent file management and supplier/client negotiations.
2. To constantly update and evolve event management techniques and knowledge for the benefit of providing best practice and excellence to our client base.
3. To support the Head of Events and Operations Director in development of associates, leading by example.

Responsibilities:

To include, but not be limited to, the following:

- Full project and file management through the life of the event, from contracting to reconciliation including timeline management and travelling on-site
- Supporting Project Directors with financial responsibility of projects (including tracking of profitability) and full management of own budgets for small/medium sized projects
- Financial oversight of projects working with Head of Events, Operations Director and Project Accountant where support is required
- Support the Project Director in development of PEs and PMs through identifying gaps, and through directing, supporting, coaching and delegating
- Acting as a role model for less experienced team members through consistent, positive actions and behaviours
- Management of and supporting the PDs, Content Producer and Event Producer in all creative content solutions to deliver an engaging event on and off stage – such as films, PPT content, graphic design, session and presentation design, breakout design, digital content, tech & AV support and environment design
- Drive client organic growth
- Management of all delegate communications, in liaison with Guest Management team, including sign off of all websites and all communication pieces
- Management of the on-site programme, including contracting, briefing and managing the on-site team and all 3rd party suppliers
- Preparation of all client contractual documentation for signature by Head of Events

- Ongoing analysis of supplier performance and working with our Operations Director to deal with any issues, ensuring that BI WORLDWIDE is always working with best suppliers at best prices
- Liaison with Project Directors, updating them on any relevant issues in a timely manner
- Be fully aware of the time estimated for work on the project and ensure all team members achieve project delivery within time estimated
- Proactively drive setting up and participating in project and account meetings including debriefs (internal and external) ensuring you are always fully prepared in advance of meetings
- Drive our company and team ambition, to deliver sustainable events and support our clients to use our tool, event:decision - Responsible Event Track Report to report their progress on sustainability actions
- Ownership of all change management on the project ensuring changes are charged for
- Formally present, as and when required, at client / other meetings
- To understand and continually update your knowledge on BI WORLDWIDE's products, services and commercial strategy
- Represent BI WORLDWIDE externally at trade shows and at industry events and attend relevant supplier presentations and training courses to enhance knowledge as appropriate

This job description should be regarded as providing guidelines within which an individual works. Other duties within the skills and capabilities of an individual may be assigned from time to time.

Person Specification:

The experience, skills, and personal attributes required of the job holder include, but are not limited to:

- The ideal candidate will have at least 5 years' experience in event project management.
- Good experience of managing the venue and delegate logistics of global events for premium brands, in a full event management capacity (client pitch to reconciliation of accounts) – including but not limited to global venue sourcing, delegate communication, delegate registration, programme and agenda shaping, ground management, branding and signage and catering
- Experience of content development and how to bring alive messaging in a live / virtual event environment. These solutions include but are not limited to, film, PPT content, print design, theme and concept creation, Tech and AV, team build activities, keynote speakers, Apps and digital platforms
- Proven track record in producing and executing small and medium scale events
- Project budget management and client revenue handling
- Willingness to travel for event delivery, site inspections and meetings as necessary
- Attention to detail and accuracy in documentation production essential
- Excellent organizational skills
- Client management and revenue growth through upselling or cross-selling

The relative importance of these requirements will vary, particularly in relation to the client, account, programme, or event to which the job holder is assigned.

Last Updated 2025