

Woodknowledge Wales Job description

Position: Events manager

Are you passionate about creating a low-carbon future that allows people to thrive on a healthy planet? Do you enjoy creating and managing events to bring together stakeholders across an entire value chain? Are you comfortable taking responsibility and delivering tasks on your own as much as working in a small team? Then work with us in Wales!

You will be part of a small, highly motivated, multi-disciplinary team dedicated to increasing the role of trees to decarbonise the natural environment and timber to decarbonise the built environment.

As the events manager, you will be a key driving force behind Woodknowledge Wales and its success. You will be instrumental in inspiring a positive and proactive approach within our organisation and networks. Together with our members and highly committed team, you will help to create a compelling case for timber construction, local manufacturing, home-grown timber and afforestation in Wales and thereby help to transform Wales into a low carbon, more resilient forest nation.

Job description

JOB TITLE	Events manager
PURPOSE OF JOB	To manage delivery of internal and organisational conferences, events and webinars as well as representing Woodknowledge Wales at third party events.
REPORTING TO	Gary Newman (CEO) and Sarah Lawton (Head of Communications)
SUPPORTED BY	The Woodknowledge Wales team
LOCATION	The Woodknowledge Wales head office in 22 Cathedral Road, Cardiff, CF11 9LJ. Alternatively, home-based with an expectation to travel anywhere within Wales and the borders as required by the job
AREA OF WORK	Throughout Wales and beyond, working with the timber supply chain from forest to construction and placemaking.
HOURS OF WORK	Full-time. Some long days and weekend working may be required from time to time including occasional overnight stays.
SALARY	Between £25k and £35k depending on experience
DURATION	This is a permanent job.
HOW TO APPLY	Send CV with a covering letter stating why you believe you are suited to the post to gary.newman@woodknowledgewales.co.uk
DEADLINE FOR APPLICATION	Friday 29 th November 2024
DATE & LOCATION for INTERVIEW	Week Commencing 2 nd December 2024 Location: TBA (ideally in-person but possibly online via Teams)

Key Responsibilities

You will be responsible for working with our internal experts to manage the logistics and implementation of events on behalf of Woodknowledge Wales, as well as its partners and stakeholders where required.

Events management and facilitation

You will help organise and promote our conferences, webinars and training events. You will work with the Head of Communications, Head of Networks, expert team members and external delivery partners to ensure the smooth running and delivery of a range of private and public facing activities. Where necessary, you will facilitate remote and face to face events with support from the team.

Organisation advocacy

You will be responsible for representing Woodknowledge Wales at third party industry events where required. In this role you will present the organisation's vision, mission, and project updates on behalf of the entire team.

Monitoring and evaluation

You will monitor, evaluate and report on all events activities to ensure internal team members, the steering group, board and relevant funders are kept up to date.

You will work with the Head of Communications and Head of Networks and will be supported by the Chief Executive and our project team which includes experts in forestry, housing, manufacturing, wood science, timber construction, and systems change.

Key abilities / experience

We are looking for someone with the ability to work closely with a small team in a flexible and supportive way across job boundaries and who is comfortable working from home. You must be able to engage with all relevant individuals and organisations in the supply chain from forest to construction sector, academics and policy makers, in a way that promotes trust and supports the mission and purpose of Woodknowledge Wales as a for-public-good organisation.

You must be able to develop an understanding of the complex challenges to landscapes and communities posed by climate change and to communicate with empathy and clarity in discussions around these.

Person Specification

- Relevant experience in event management.
- Public speaking skills to deliver presentations and facilitate public meetings.
- Project management and decision-making skills. Ability to prioritise and manage multiple project tasks and deadlines.
- Stakeholder engagement awareness. Evidence of effective partnership working.
- Thorough working knowledge of Microsoft Office, online conferencing and event management tools (e.g. Zoom, Teams)
- Working knowledge in the use of event management software (e.g. Mailchimp, Hootsuite, Eventbrite, Wordpress)

- An organised self-starter, able to manage own workload and work independently to tight timescales
- Excellent communication and interpersonal skills
- Willingness to work in a flexible way and respond to changing circumstances
- Full, clean driving license and access to a car for travel throughout those parts of Wales where there is limited access to public transport

Desirable criteria:

- Welsh language skills
- Commercial mindedness and an ability to manage a budget

About Woodknowledge Wales

Woodknowledge Wales is an independent mission driven membership alliance. We are a charitable Community Benefits Society, which is a form of cooperative that exists for the benefit of society. We are governed by a voluntary board. We aim to create and share knowledge to accelerate change. We believe that timber demand and supply can be better aligned and more purposefully driven to deliver greater climate change mitigation and biodiversity enhancement across land use and construction. We are transparent and collaborative in our approach. We are a change organisation driven by impact rather than income.

We are a small interdisciplinary team of driven individuals motivated to inspire, catalyse and accelerate the transformation to a regenerative zero carbon society through the growing of trees and the use of wood. We believe that the most effective way to do this is to build trust in the change agenda by supporting organisations involved in both timber use and supply. We seek to capture and share the knowledge gained by holding engaging events, by creating informative case studies, by developing new guidance and through inspiring communication. We support policy makers to create enabling policies and then help overcome barriers to implementation.