Events Co-ordinator

**Location:** Birmingham with travel as required (we offer Hybrid working supported by a Smart Working Policy)

**Full Time or Part Time:** Full Time

**Directorate:** Corporate Services (Marketing)

**Salary:**  Competitive

**Company Overview:**

Ardent is the UK’s leading provider of land, consent management and stakeholder engagement services to support major infrastructure and regeneration projects from concept to delivery.

We are Project Managers, Chartered Surveyors, Transport Planners and Land Referencers, based in London, Birmingham, Warrington, Leeds, Glasgow and Dublin and supporting projects throughout the UK and Ireland.

Established in 1992 to provide a 'one stop shop’ for land and property matters for major infrastructure projects, our client portfolio includes some of the biggest players across our four core sectors of transport, renewables, utilities and regeneration.

We are passionate about delivering life-improving change for communities and future generations and we are proud to play a key role in facilitating and delivering the UK and Ireland’s net zero agenda, improving connectivity, enabling the repurposing of high streets and town centres and delivering new homes for the people who need them most.

We are problem-solvers, can-doers and solution-drivers working collaboratively with our clients to provide proactive and strategic advice to identify and mitigate risks, deliver efficiencies and, ultimately, achieve deliverable consents and build projects that positively impact people’s lives and the world that we live in.

As part of our ambitious growth plans, an exciting opportunity has arisen for an experienced Events Co-ordinator to support and manage Ardent’s growing calendar of B2B events. Responsible for planning, coordinating, and executing a variety of events across the business, we require a co-ordinator with a high level of organisation, creativity, and attention to detail. The environment is busy and challenging and they must be able to work on multiple events ensuring consistency in delivery.

We are looking for a versatile events specialist with solid experience in managing logistics and operations, from initial brief through to on-site management. This position will be best suited to a self-motivated and confident individual, who is ready to step up to a challenge and work as part of a team.

**Duties involve:**

* Plan, organise, and execute B2B and internal business events from inception to completion, ensuring all elements align with the company's strategic goals.
* Collaborate with internal teams, stakeholders, and external vendors to coordinate event logistics and ensure their needs are met.
* Track and manage business development events across Ardent's sectors and services, ensuring alignment with strategic objectives and maximising business opportunities.
* Manage event budgets, ensuring cost-effective allocation of resources while maintaining high-quality standards.
* Work closely with the wider Marketing team to develop promotional plans to maximise event attendance and engagement.
* Update and manage contact data in our CRM system, ensuring all details are accurate and up-to-date, and facilitate seamless communication and relationship management.
* Manage event registration processes, attendee communications, and on-site event execution.
* Conduct post-event evaluations to assess event success, gather feedback, and identify areas for improvement.
* Maintain up-to-date knowledge of industry trends and best practices in event planning and management.
* Travel to event locations as required.

**Technical Knowledge, Skills & Experience Required:**

* Bachelor’s degree in Event Management, Marketing, Business, or a related field.
* Minimum of 3 years of experience in planning and executing B2B events.
* Strong project management skills with the ability to manage multiple events simultaneously.
* Excellent organisational and time management skills. Prepared to deliver against deadlines.
* Exceptional administrative skills.
* Excellent interpersonal communication skills and the confidence to interact with personnel at all levels.
* Creative problem-solving skills and attention to detail.
* Willingness to travel as needed.

**Desirable:**

* Working knowledge of Canva is an advantage
* Working knowledge and interest in social media platforms, specifically LinkedIn

**Behavioural Skills Required (Based on our Values) :**

* **Thirst for Knowledge** *(We embrace opportunities to learn and improve for personal and professional growth) -* Demonstrate a strong commitment to the development of yourself, and your people, for your role in a growth company and future role. Coach and mentor others (or actively engage with your Coach) to have a deep understanding of their knowledge and experience. Actively supporting with areas of development and career goals, extending beyond a technical remit and actively developing your business knowledge on an on-going basis.
* **Own It** *(We do what we say we will. We own our individual actions, are accountable for them and take pride in adding value)* - Act like it matters, take pride and caring about the outcome of people in your team, or who you work with, and your clients objectives.
* **Be the Difference** *(Focus energy to make things happen. Be beyond process. Stand up, Stand out)* - Be confident in your decisions and implementing them, taking into account the wider structure and *objectives of the business, working with or alongside peers across the business. Be more than any other competent person in your role.*
* **Enjoy the Journey** *(Have fun, be engaged and be proud to be Ardent) -* Translatinggoals and visions of the business into meaningful objectives for your team in a positive and engaging manner (delivering excellence in your own objectives), demonstrating your commitment to Ardent and the wellbeing and development of your team and colleagues. Understand the needs of your people and colleagues to have, purpose/fulfilment, personal growth, engagement, team culture and fair pay.
* **Adapt** *(We drive change and innovation to deliver growth and new opportunities in an ever-changing world)* - As a growth company Ardent is all about change. You must be a change maker. Demonstrate ability to drive and/or implement change to enable Ardent to continue to excel. Listen to your team and people you work with to actively search for opportunities to create change. Exhibit a resilient attitude, communicate key information in a clear and engaging way to influence others**.**

*Ardent is an equal opportunities employer that is committed to inclusion and diversity. We positively encourage applications from suitably qualified and eligible candidates regardless of race, colour, religion or belief, age, sexual orientation, gender identity/expression, disability status or other legally protected characteristics.*

With people at the core of our business, we offer employees an unrivalled career opportunity rather than simply a job. In a fast growing organisation, we train, develop and support our staff to grow and achieve their career goals. This is supported by a number of initiatives to look after the wellbeing of our employees whilst allowing employees to work flexibility and maintain a positive work life balance.

We offer an attractive benefits package to include :-

* Hybrid working
* Smart Working Policy
* Medical health plan
* Career progression
* Coaching
* Cycle to Work
* Electric Car Scheme
* Enhanced maternity and paternity pay

For more information, please see our services page on our website at [www.ardent-management.com](http://www.ardent-management.com)

Interested? Get in touch!

Should you be interested in hearing more about the position or wish to send your cv in to [people@ardent-management.com](mailto:people@ardent-management.com) or contact Stuart Thomas [stuartthomas@ardent-management.com](mailto:stuartthomas@ardent-management.com)