

Events and Marketing Coordinator (part- time)

Continually focused on sustainability the South East Energy Agency based in Kilkenny City is offering an exciting opportunity for the right candidate who can bring their own unique energy to this role! We work on a wide range of projects, providing a range of energy services including local authority energy management, feasibility studies, decarbonisation, EU Project management, energy auditing, energy efficiency & renewable energy development, Life Cycle Procurement, grant administration, awareness & communication and more. South East Energy Agency is working with various client to provide independent brokering & technical support and advice particularly in the community undertaking sustainable energy projects. We are excited to expand our team for a dynamic, enthusiastic and proactive Events and Marketing Coordinator who will primarily be responsible for organising and coordinating key events to increase energy awareness and support the marketing team to implement work programmes. This role is a great opportunity to be at the heart of empowering energy users across the Southeast region.

We offer

- A blended work model which includes remote working arrangements at agreed times
- Dynamic working environment that offers great experience to further your career
- Support for you to achieve your career goals and personal development / CPD
- Working with our highly skilled multi-disciplined dedicated team
- Laptop, ongoing training and development for staff
- Pension Scheme Employer Contribution. Subject to T&C's.

Role Overview

JOB TITLE:	Events and Marketing Coordinator, part-time
APPLICATION DEADLINE:	January 24 th 2023 at 5pm
START DATE:	Immediate start, a panel will be created for all successful candidates for future positions
SALARY:	€15-20k Plus Work Phone and Laptop Business Expenses Company pension with employer contribution Sick Pay scheme and Engineers Ireland CPD certification in place
LOCATION:	South East Energy Agency offices are based in Waterford or Kilkenny
CONTRACT TYPE:	2-year Fixed contract with 2-year extension option subject to performance
WORKING HOURS:	Part-time – Monday to Friday 9m-1pm, 20hrs / week, standard contract Sick Pay scheme in place

Context

South East Energy Agency is a non-profit, independent energy agency working primarily with clients across the Carlow, Kilkenny, Wexford and Waterford regions. Our key focus is to increase energy awareness and promote behavioral change to accelerate 'energy transition' for the Southeast Region of Leinster. We have a broad remit across the energy sector and work on a wide range of local, national and EU projects which require multi-disciplinary teams and skill set. The main communication objectives in South East Energy Agency are to:

- Influence behaviour and increase awareness about how residents, local authorities, community groups and businesses can contribute to reducing energy use and CO2 emissions through providing information and support
- Increase the uptake of renewable / low carbon energy technologies
- Help energy users access grants and supports to increase energy savings and improve efficiencies
- Enhance the green economy by creating energy and climate action training opportunities for citizens
- Promote the progress and successes of the Energy Transition Strategy to 2030.

Person Specification

You will influence and build deeper relationships with our key stakeholders, customers and prospects through managing and running key events, briefings and conferences that will excite and engage our stakeholders to work with us across a range of projects. You will be the go-to person for our clients, partners and vendors and will coordinate everything from a big-picture viewpoint to create an engaging event experience. You will work with our PR partner to ensure positive press coverage and increase our brand awareness. You are a natural communicator, a team player and experienced in social media marketing. You would describe yourself as a people person, passionate about exceeding client's expectations and a natural problem-solver. You enjoy the satisfaction of turning ideas into reality. The incoming candidate will be part of our wider multidisciplinary 23-person team where they will assist in the delivery of the objectives and targets for the Energy Agency's business plan and ambitious 10-year strategy for a meaningful energy change by 2030 and 2050.

What you will be doing

- The incoming Events and Marketing Coordinator will be able to hit the ground running and will take the lead in independently managing every detail associated with the smooth running of events and related marketing tasks.
- Identify opportunities to network and collaborate with like-minded groups and organisations. Evaluate potential locations, providers, vendors, and other professionals frequently to determine viability for future events and build a personal knowledge base to better serve clients.
- Undertake continuous improvements to increase promotion of sustainability messages, measures and opportunities across all sectors in the event.
- Provide work programme and communication support to the communications manager to increase brand awareness, promote lead generation and connect with existing partners.
- Communicate directly with the stakeholders and delegates throughout the event planning process to learn requirements and goals, coordinate guest lists and vendor specifications, and ensure all parties understand relevant information and details.
- Every event requirement should be considered from venue sourcing, ticket sales, event theming, speaker and supplier sourcing, entertainment planning, onsite management, invitation design to promotion on social media adhering to the given budget.
- Meet with sponsors, committees, partners, and executives as necessary to discuss and plan event specifications such as scope, format, budget, administrative details, and special requirements.

- Negotiate contracts with venue personnel, caterers, hospitality staff, A/V providers, and other vendors to acquire necessary services and activities for events while meeting budgetary objectives.
- Monitor and oversee events from preparation and set-up through delivery to ensure adherence to planned format.
- Support the planning, design, coordination of the Agency's events programme.
- Coordinate the logistics, and delivery of the Annual Conferences, workshops, seminars and other events organised by the Agency on behalf of the Agency's clients.
- Coordinate the communication and marketing of all events, working directly with stakeholders to identify markets and audiences.
- Assist in the preparation of program/event materials such as name badges, brochures, sign-in sheets, booking of equipment, facilities and associated logistics.
- Respond to enquiries and registrations for events, and provide clients with ongoing professional support, ensuring registrations are processed promptly and with a high degree of accuracy.
- Liaise with service providers, including venues, accommodation, and catering, to obtain quotes, confirm services and coordinate arrangements for events.
- Manage event speakers and attendees, providing briefings and support.
- Complete reporting for meetings and events, including minutes, summaries, actions logs, budgets. Perform post-event tasks promptly such as meeting with clients to ensure satisfaction, reviewing invoices and bills, approving payments, and documenting issues and resolutions.
- Other duties that may be as required and requested by management.

Please note that due to the nature of this role, a small amount of evening / weekend work may be expected.

The Ideal Candidate

- At least 3 years' experience of being responsible for the planning and organisation of small- and large-scale events .
- 3rd level degree in relevant discipline.
- Strong organisational skills with experience of prioritising a varied workload and meeting deadlines using own initiative and with minimal supervision.
- Previous experience in working on local, national and / or EU funded projects, knowledge, and awareness of energy grants available.
- Excellent written and verbal communication and presentation skills.
- Ability to regularly identify opportunities for revenue generating initiatives through events and marketing initiatives.
- A professional, flexible and helpful manner and the ability to remain calm and patient under pressure.
- Experience in developing communications collateral, such as event booklets, promotional fliers, infographics, etc.
- Well-rounded team player, love communicating and engaging with stakeholders across digital channels.
- Experience coordinating a team of people.
- Demonstrated ability to liaise and network with a range of stakeholders both internal and external.
- Creative thinker in seeking solutions to problems and in developing engaging multimedia and social media content.
- Tech savvy, success-driven and able to think off your feet, ability to identify continuous improvements in own areas of operations, you believe that one should never stop learning.
- Strong skills in digital, WordPress, audio- visual and design tools, social media tools and Microsoft products, e.g. Office 365, Excel, PowerPoint, Word etc.
- There will be a requirement to travel to various event sites and other locations therefore a full, clean Irish/international driver's license is needed.

How to apply?

Please complete and return the **Application Form** available on <http://www.southeastenergy.ie/careers> to **Bill Lowe at blowe@southeastenergy.ie with subject line 'Events and Marketing Coordinator'** telling us more about yourself, your experience/ambitions. Please also indicate your earliest available starting date.

Closing date for applications is 24th January 2023.s

NOTE. If you do not wish that we contact current or past employers, please state so and explain the reasons in your letter of motivation. All applications will be treated confidentially and by respecting the privacy of the candidate. Applications that do not meet the deadline will be excluded.

South East Energy Agency is an equal opportunities employer. *Note that your CV may be attached but will not substitute for a completed South East Energy Agency Application Form. A panel of successful candidates will be created and as vacancies arise, they will be filled from the panel of suitably qualified candidates. Placement on a panel is not a guarantee of appointment to a position.



GET IN CONTACT
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