

Job title	Stakeholder Events Officer
Reports to	Head of Stakeholder Engagement
Department or team	Networks
Date created	16/12/09
Ref No.	IRC44515
Grade/band	Level 2 – EO (£22,698 pa)
Location	Newcastle
Purpose of this job	To provide co-ordination and maintenance of productive relationships with key stakeholders across all activity in the MMO To provide support in organising key events e.g. conference, roadshows etc.

Key Accountabilities

- Support the Head of Stakeholder Engagement in the development and implementation of an annual meetings and events calendar for the MMO.
- Organise and deliver high-profile public engagement events in collaboration with colleagues in the MMO and partner organisations
- Support the development and maintenance of the stakeholder network activities
- Organise and manage annual stakeholder network events
- Provide general events and engagement support across the MMO e.g.
 - i. Sourcing venues for all events
 - ii. Management of external suppliers
 - iii. Budget management
 - iv. Speaker management
 - v. Client facing role to internal senior management team
- To evaluate and report on the impact of events and ensure that recommendations are fed into future planning

Person Specification

Essential criteria for this role:

- Experience in organising similar events
- Well organised
- Project management skills
- Detail conscious

- Excellent inter personal skills
- Microsoft office

Desirable criteria for this role

- Understanding of government bodies and stakeholder environment
- Experience in public sector engagement processes

Core competencies

- Leading and influencing
- Making effective decisions
- Making things happen
- Navigating Change
- Collaboration

Role Specific Competencies

- Developing high performance
- Thinking with vision
- Delivering in partnership
- Delivering value for money