



FEI - Festivals and Events International Ltd Outline Job Description

Job Title: Business Manager/ Project Administrator

Reports to: Managing Director/ Directors

Job Purpose: Leading on new business development for FEI, you will also provide an excellent project administration service to its directors and consultants, assisting in research and support for company projects when required.

Tasks:

Business Development

- Work with the Directors on developing new business for FEI, identifying and pursuing new opportunities
- Research for appropriate new opportunities, including live tenders and consultant framework opportunities
- Maintain and develop FEI's presence on relevant on-line tender portals
- Prepare draft proposal/tender documents for input by the Directors
- Submit final proposal/tender documents within deadlines
- Follow up proposal/tenders and collate feedback

Project Administration

- Organise inception meetings, collating agendas, scoping reports and project plans
- Maintain project timetables with lead consultant to ensure milestones are met
- Assist lead consultant with formatting and proofreading all documents to attain FEI's quality assurance standards. Update FEI document templates
- Maintain and update client and project databases
- Build a free-lance researchers / associate consultants database

Marketing and Information Technology

- Maintain FEI website, adding content as required
- Prepare marketing materials
- Manage relationship with IT support supplier

Project Research – *additional hours - by agreement*

- Project research, compile databases, initiate and manage surveys
- Organising interviews for consultants
- Manage on-line and in-person consultation workshops.



Business Manager/Project Administrator Person Specification

This key role in our team offers opportunity for the right person to progress further. The ideal candidate will have a thorough understanding of the cultural sector and have acted at management level. However there is some flexibility as to your background if you can demonstrate the capability to develop into this role.

Essential criteria

- Highly organised self-starter, able to manage own time, working remotely with minimal supervision
- Good knowledge of the cultural and creative industries
- At least three years working experience in a management role or equivalent
- Excellent written and verbal communication skills to conduct pitches and liaise with clients and consultants with great attention to detail
- Ability to work under pressure within deadlines
- Ability to respond to changing circumstances; flexible, dynamic, proactive
- Fluent IT skills.

Desirable criteria

- Consultancy, arts or creative organisation experience
- Business development or project management experience
- Proofreading and/or research experience.



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Outline Terms of Employment

Location

Working from home with occasional travel to London for team meetings or to client's location (travel expenses paid).

Hours

Basic 20 hours a week. Monday to Friday 9am to 1pm or flexible to suit applicant. Some work, by arrangement, can be done outside of office hours if preferred. Flexibility will be required on occasions and there may occasionally be some requirement for additional hours for project research (paid pro-rata) including evening and weekend work.

Salary

£35,000 per annum. £17,500 pro-rata for a 20 hour week.
Payable monthly in arrears.

Pension

3% company contribution

Holidays

Four weeks paid holidays (20 hours) per annum plus bank holidays

Notice period

One month on either side

Probationary period

Three months

