

## JOIN OUR TEAM

**Role:** UK Event Manager

**Reporting to:** Head of European Programme

**Location:** London / Hybrid working

### About Boardwave

Boardwave is a little different to most businesses today. The primary goal of our impact-driven business model is to generate positive change in the European software sector. Launched in May 2022, Boardwave is a mission-driven community for leaders in the software sector that has grown rapidly, with over 1,700 members across the UK and European software industry, including founders, CEOs and their investors. Membership for CEOs and founders is offered free of charge, underscoring our commitment to accessible support and development.

Inspired by the collaborative culture of Silicon Valley, which has given rise to many of the world's most successful software companies, Boardwave seeks to replicate these conditions of success. Our aim is to advance the UK and European software industry, nurturing the next generation of global leaders through a comprehensive support ecosystem. This ecosystem provides access to expertise, knowledge sharing, mentoring, coaching, thought leadership, and personal development. Additionally, Boardwave facilitates access to capital and ensures a unified voice to governments, essential for transformative success.

By 2034, we envision the UK and European software industry evolving from follower to leader, creating numerous successful global entities. Boardwave exists to catalyse this transformation, supported by a consortium of over 80 of the UK and Europe's top partners and service providers in the software sector.

[Learn more](#)

## Why we need you

The UK Event Manager will ensure the seamless execution of all of our events in the UK, leveraging local knowledge and expertise. An experienced event manager in the UK will have established networks with regional suppliers, venues, and vendors, which is critical for negotiating contracts, securing resources, and ensuring cost-efficiency.

They will be responsible for delivering all UK Boardwave events to an exceptionally high standard, aligning with the expectations of Boardwave, its members and partners. Working closely with the Head of European Programme and the Programme Manager, they will ensure that all UK events are delivered smoothly and professionally and serve the needs of Boardwave members and partners.

The role will oversee a variable workload, involving extensive engagement with internal and external stakeholders, members and partners.

## Key elements of the role

### Event management

- Plan, organise, and execute in-person and online events from concept to completion, ensuring alignment with organisational goals and member expectations.
- Manage event logistics, including venue selection, catering, AV requirements, and all print collateral such as guest badges and place settings.
- Oversee the budget for each event and regularly update the Head of European Programme.
- Liaise with internal teams, external vendors, and stakeholders to ensure clear communication and seamless coordination of each event.
- Create detailed event run sheets and ensure relevant team members and stakeholders are kept updated.
- Ensure all contributors, speakers, and relevant internal team members are briefed and prepared for their roles at the event in collaboration with the Head of European Programme and Programme Manager.
- Work with the Marketing Executive to ensure events are live on the Boardwave website at least 8 weeks ahead of the event and that the marketing of the event is executed in the agreed way.
- Manage event registration, attendee lists, and guest communications in collaboration with relevant team members.
- Coordinate post-event follow-up, including attendee feedback, analysis of event success, and continuous improvement for future events.

### Guest list management

- Manage the invitation process in collaboration with relevant team members and stakeholders, including drafting and sending invitations, tracking RSVPs, and managing responses in a timely manner.
- Coordinate with internal teams and stakeholders to ensure the guest list aligns with relevant KPIs on diversity, event goals and audience targeting.
- Collaborate with the Marketing Executive to follow up with guests before and after the event.
- Oversee the check-in process at the event, ensuring smooth and efficient entry for all attendees.



- Compile post-event reports on attendance and guest engagement for analysis and future improvement.

### The experience that excites us

- 3+ years of experience.
- Proven experience in managing high-profile events in the UK, from concept through to execution.
- Experience working with UK-based vendors, venues, and service providers, with an established network of industry contacts.
- Experience coordinating with speakers, sponsors, VIPs, and other key stakeholders to ensure smooth event participation.
- Expertise in guest list management, including handling RSVPs, attendee communication, and registration processes.
- Strong experience in crisis management and problem-solving during live events to ensure successful execution.
- Ability to conduct post-event evaluations and provide detailed reports on event performance, attendee feedback, and areas for improvement.
- An understanding of what a great member experience looks like.
- An understanding of the industry ecosystem is desirable.

### WHAT WE CAN OFFER YOU

Boardwave presents an incredible career opportunity. We have great momentum, have an active and engaged Member base to build on, and you would be joining Boardwave at an early stage and this presents opportunities to develop and grow your career with us as the company expands. Plus you get to work with the amazing leaders of the software industry.

Among a host of other things, we offer:

- Hybrid working
- Competitive salary
- 25 days' holiday + Bank Holidays
- Birthday day off
- Private medical insurance
- Personal development budget
- Home office set up allowance
- A mentor from within the network to support you on your personal career journey
- A team-orientated and meritocratic culture, and plenty of growth potential.

To Apply please contact Katy Wakefield - [katy@boardwave.org](mailto:katy@boardwave.org)