Join Our Team!

Awards Manager

Location: Office based 4 days a week with 1 work from home day
Reporting to: Director
Salary: On Request

About Echo Events & Association Management

Echo Events & Association Management provides professional association management, event management and strategic support services to membership organisations, associations and professional bodies. We work as an extension of our clients' teams, delivering exceptional member engagement, communications, marketing and business growth initiatives.

About the role

We are looking for an experienced, highly organised and personable **Awards Manager** to take responsibility for the successful planning and delivery of Echo Events & Association Management's portfolio of professional business awards.

Echo currently delivers four awards ceremonies each year, with the potential for the portfolio to grow. The Awards Manager will take ownership of each programme from the planning stages and judging process through to the awards ceremony itself, ensuring every element is meticulously planned and professionally delivered.

This is a senior, hands-on event management role requiring someone who can confidently manage multiple stakeholders, suppliers, extensive amounts of information and competing deadlines, while never losing sight of the guest experience.

You'll need previous experience of managing **professional business awards or very similar large-scale events**, along with the confidence and attention to detail required to take responsibility of their delivery.

Key responsibilities

The Awards Manager will have overall responsibility for the operational delivery of Echo's awards portfolio, working closely with colleagues, clients, sponsors, judges, finalists, venues and suppliers.

Responsibilities will include:

Awards planning and management

- Taking ownership of the planning and delivery of each awards programme, working to detailed timelines and ensuring key milestones and deadlines are achieved.
- Managing large volumes of event information accurately, from entries and judging information through to guest requirements, table plans, scripts and production details.
- Developing and maintaining detailed event plans, schedules and supporting documentation.
- Managing multiple awards programmes and priorities simultaneously, with the ability to anticipate requirements and identify potential issues before they arise.

- Providing an exceptionally high standard of customer service throughout the awards process.

Judging
A key element of the role will be managing the awards judging process, including the successful delivery of a dedicated judging day. The Awards Manager will coordinate face-to-face interviews involving finalists and judging panels, ensuring the day is professionally organised and provides an excellent experience for everyone involved.

This will include managing judging schedules and timings, liaising with judges and finalists, coordinating rooms and logistics, preparing judging materials and ensuring judges have the information they need to make the process run smoothly.

Awards ceremony delivery
The Awards Manager will have overall responsibility for the detailed planning and operational delivery of each awards ceremony.

This will include:
- Managing relationships with the venue and key event suppliers.
- Coordinating AV, production and visual requirements for the ceremony.
- Managing event timings and developing detailed running orders.
- Coordinating scripts and ensuring all information is accurate and up to date.
- Managing entertainment and other elements of the evening's programme.
- Coordinating guest requirements, including dietary and accessibility information.
- Overseeing guest lists, table plans and seating arrangements.
- Coordinating trophies, certificates, signage, printed materials and other event collateral.
- Briefing venues, suppliers and other partners ahead of the event.
- Overseeing event set-up and ensuring all elements are ready before guests arrive.
- Taking a lead role on site and confidently managing the live delivery of the event.
- Responding calmly and professionally to any last-minute changes or issues.

About you
You'll be an experienced event professional who genuinely enjoys the detail involved in delivering an exceptional event.

You'll be someone who can look at the big picture while simultaneously keeping track of hundreds of individual pieces of information. You'll enjoy building relationships with people, solving problems and taking ownership, and you'll get satisfaction from seeing months of detailed planning come together on the night.

You will need:
- Previous experience of managing professional business awards or comparable events.
- Strong end-to-end event management experience.
- Exceptional organisational and administrative skills.
- Outstanding attention to detail and accuracy.
- Excellent customer service skills and a naturally personable approach.
- Strong written and verbal communication skills.
- Confidence communicating with senior businesspeople, clients, judges, sponsors, finalists, venues and suppliers.
- Experience managing venues and multiple event suppliers.
- Experience coordinating AV, production and event visuals.

- The ability to produce and manage detailed running orders, scripts and event documentation.
- The ability to manage large volumes of detailed and sometimes changing information.
- Strong IT skills, including confidence using Excel to organise and manage event information.
- Excellent time management and the ability to prioritise effectively across several projects and deadlines.
- A proactive approach and the confidence to make decisions and take ownership of your work.
- The ability to remain calm, practical and solutions-focused in a live event environment.
- A positive, collaborative and flexible working attitude.
- A willingness to travel and work outside normal office hours when required for awards ceremonies and related events.

What we're looking for

This role would suit someone who is already an accomplished event manager and understands that delivering a great awards ceremony is about far more than what happens on stage. You'll understand the importance of a seamless journey for judges, finalists, sponsors and guests, and you'll have the organisational ability to keep track of the many moving parts involved in delivering a high-profile event.

We're looking for someone who takes real **ownership and pride in their events**. You'll be meticulous without losing sight of the overall experience, confident dealing with people at all levels and comfortable making decisions when the pressure is on.