



Title: Project Event Executive

Salary: £32,800 - £37,090

Term: Maternity Cover Contract

Location: Hybrid role based out of Loughborough

Do you want to influence the future direction of zero emission transport in the UK and Europe? If so, there is a fantastic opportunity for you to develop your events experience here at Cenex as our Project Event Executive.

Cenex is a not-for-profit organisation employing 50 people across the UK and Netherlands, with the overall objective of lowering emissions through innovation in transport and the associated energy infrastructure.

We run Europe's Premier innovation event for the Net Zero and Connected Automated Mobility community (www.cenex-expo.com). The event incorporates technology exhibition, extensive seminar programmes, facilitated networking with UK and overseas delegates and a ride & drive experience for the latest hybrid, electric and alternatively fuelled vehicles available on the market, as well as those from research projects.

In this role you will:

- Support in the development and delivery of Cenex Expo
- Engage with stakeholders to drive sales and sponsorship and promote delegate registration/attendance
- Liaise with suppliers, clients and contractors to ensure all expectations are met
- Manage event admin, including but not limited to the event app, exhibitor listings, VIPs and event feedback
- Monitor and support delivery against our event project plan and objectives
- Support the delivery of Cenex project dissemination activities, events and training programmes
- Support the marketing and communications staff as required

To be considered for the role you should possess:

- At least 3 years of relevant event organisation experience
- Educated to degree level or equivalent in a relevant subject
- Enthusiasm for and an interest in zero emission vehicles
- Strong organisational skills and the ability to manage competing deadlines
- Strong communication skills, the ability to negotiate and set expectations
- High attention to details
- Demonstrable team skills
- Proven self-started and capable of working unsupervised
- Highly motivated
- Experience/knowledge of marketing and/or communications
- Highly competent in Microsoft Office suite
- Valid UK driving licence and ability to travel in the UK if needed
- Willing to work occasional evenings if required
- Entitled to work in the UK



Lowering your emissions through
innovation in transport and energy
infrastructure



Benefits

We provide an exciting and rewarding place for you to work, giving you the opportunity to make a real difference in the world by working with an exceptional team of talented, dedicated and supportive individuals who are committed to reducing the environmental impact of transport. So, whether you are an events professional looking for the focus of a single B2B event assignment, or a professional at an early stage of your career looking to gain end-to-end experience in event delivery, this could be an exciting new role for you.

In addition to a competitive salary we offer significant benefits, including:

- flexible working hours
- a hybrid working policy
- generous holiday entitlement (27 days plus statutory)
- stakeholder pension scheme (7.5% employer contribution);
- you will have a fantastic opportunity to develop your career with us through our broad range of projects, mentoring, and a personalised approach to your learning and development.