

## **Awards Officer/Events Intern**

### **Role type:**

We are looking for a motivated individual to join us as an events intern from September 2024 for a minimum of five months. The candidate also has the opportunity to step into the role of awards officer for 10 weeks during this 5 months period.

### **Events Intern**

- Voluntary unpaid internship
- Must be available for a minimum of 3 days a week, working times can be flexible
- Starting date: 09 September 2024
- Length: minimum of 5 months, starting September 2024

### **Awards Officer**

- Paid placement (full time or part time), London living wage
- Must be available for a minimum of 3 days a week, working times can be flexible
- Length: 10 weeks (4 weeks in October + 6 weeks in January/February)

### **Company Overview**

West London Business (WLB) is a non-profit organisation committed to making West London an exceptional place to do business. With a membership that includes influential corporations such as Heathrow and Westfield, educational institutions, small businesses, and regional firms like Fullers and Segro. WLB has a network of over 200 organisations and 30,000 supporters.

WLB's mission is to boost West London's economic competitiveness while promoting social and environmental sustainability. To achieve this, the organisation provides leadership, insight, connections, and a platform for its members to collaborate on initiatives that support these goals. WLB also plays a key role in informing and influencing local, regional, and national policymakers and promoting responsible business practices and investment in the region.

Over the next years, WLB is focusing its efforts on supporting the transition to Net Zero. Central to this plan is embedding environmental sustainability and the United Nations Sustainable Development Goals (SDGs) into inclusive growth. To achieve this, WLB is working on a range of initiatives and projects that support sustainable economic growth, such as promoting renewable energy, reducing carbon emissions, and developing sustainable infrastructure.

Through its work, WLB aims to raise awareness of the importance of sustainable development and to encourage collaboration and action to build a more sustainable and resilient West London. One of WLB's key initiatives is the West London Business Awards, which recognises and celebrates businesses that are making a positive impact on the region's economy and sustainability.

### **Events Intern – Summary**

The Events Intern gains experience assisting our Policy & Events Manager in all aspects of event planning including processing and managing delegates' registrations and bookings, processing invoices, promoting our events on social media, calling members to invite them to attend the events, liaising with delegates and assisting with event delivery. The events include

the Park Royal Business Breakfasts, the Christmas Reception, and Creative Digital Network Showcases.

The events intern will also be involved in coordinating social media and events with the team in Green Business Action, a Mayor of London led sustainability course for SMEs, delivered by West London Business.

This internship is a voluntary role, best suited to a person still in full time studies or a recent graduate looking for experience. As such, we often work with students to define placement projects to complete learning goals/ outcomes during the internship.

### **Awards Officer – Summary**

The Awards Officer gains experience assisting our Policy & Events Manager in all aspects of planning the West London Business Awards 2025. This includes processing, and managing delegates' registrations and bookings, processing invoices, promoting the awards on social media, calling members to invite them to submit entries, liaising with suppliers and assisting with event delivery. The awards are a key milestone event, every February, in the annual calendar of the sub-region's business community. The awards launch takes place in July at our summer reception and begins a six-month campaign of cultivating entries, event promotion and behind the scenes work to bring the awards to life. Read more on the WLB Awards [here](#). (The 2024 ceremony can be viewed [here](#))

This is a paid role, best suited to a person still in full time studies or a recent graduate looking for experience.

### **Duties & Responsibilities**

The ideal candidate must be organised, articulate, willing to learn, and pro-active with the ability to work independently and remotely. You will be expected to travel into our office at Venture X White City a minimum of once per week (this is flexible based on your location).

- Handling all administrative tasks related to events organisation (creating booking pages, processing bookings and invoices, etc.)
- Promoting events on social media, creating promotional material using Canva, and/or a video editing software
- Responding to delegates enquiries by telephone and e-mail
- Liaising with suppliers and customers
- Researching event venues and sourcing quotes for venue hire/catering
- Operational assistance at events, including greeting delegates and making sure the events run smoothly
- Developing and managing internal database (Salesforce)
- Promoting entries to the WLB Awards 2025
- Ad hoc duties at the request of the Policy & Events manager

### **Accountability**

The Award Officer and Events Intern will report directly to the Policy & Events Manager

### **Skills & Requirements**

- Bachelor's degree level or equivalent, with a desire to pursue career in events;  
**OR**  
In the second year or beyond of a bachelor's degree in Events Management, Facility Management, Hospitality or similar field and searching for a work placement.

- Fluent English and excellent verbal and written communication skills
- Confident and professional telephone manner
- Excellent organisational skills and attention to detail
- Competent Microsoft Office user with strengths in Microsoft Outlook, Word, Excel & Powerpoint
- Ability to work under pressure and meet deadlines
- Keen interest in event management and production with a creative flair
- Pro-active and self-starter looking to learn
- Ability to work from home productively

**Desirable**

- Experience using Canva or Photoshop
- Understanding of business issues across West London
- Experience in event planning, e.g. as a volunteer

**What we can offer you:**

- Supportive environment to gain experience in event planning and delivery
- A friendly team
- Flexibility to focus your tasks on your desired learning outcomes within the responsibilities of the role
- Exposure to senior businesspeople from across West London and the opportunity to build your professional network
- For the duration of the unpaid internship, travel and lunch expenses are reimbursed

To apply please send your CV and a cover letter, explaining why you would like to join us as awards officer and what you can contribute to Jette Steder: [jette.steder@westlondon.com](mailto:jette.steder@westlondon.com). We take applications on a rolling basis until 30 June 2024.