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THE COMPANY

Abbey Conferences is part of the Abbey Group, an established and fast-growing Destination Management Company, dedicated to selling the destinations of Ireland and the UK to the International travel trade on a B2B basis.

Today, the group sells under a number of distinct brands:

- **Abbey Conferences (Conference management across Europe and beyond)**
- Abbey The Destination Experts (Group and FIT travel experiences),
- Abbey Events (Events & Corporate meetings)
- Moloney & Kelly (Incentive & Luxury travel).

Abbey Conferences are multi-award-winning International Conferences organisers with offices in Dublin and Edinburgh. Under our Abbey Conferences brand, we provide a wide range of professional conferences services in-person, virtual and hybrid basis.

WHY WORK FOR US

- The Abbey Group is proud to hold a certification for being a Great Place To Work UK & a Great Place to Work Ireland
- Abbey Group is certified Gold for sustainability across all its brands
- Progressive Company
- Deloitte Best Managed company for 16 consecutive years
- Hybrid/blended working option available
- Up to 60 days per year remote working abroad
- A paid day off on your birthday & an additional paid day off over the Christmas period
- Company contribution to occupational pension scheme
- Learning and development opportunities – individual training budget per year
- Employee Assistance Programme – health & wellbeing support
- Active Social Committee and Green Team including free events throughout the year
- Multinational workforce with over 30 nationalities

TITLE OF VACANCY:

Assistant Project Manager (12 Month Fixed Term Contract), Abbey Conferences – Dublin/Edinburgh (hybrid)

THE ROLE:

The Assistant Conference Project Manager is a key member of the Conference Team, supporting the planning and delivery of professional conferences across live, virtual and hybrid formats.

The role involves working closely with Project Managers, clients, Local Organising Committees (LOCs), delegates, speakers, sponsors, exhibitors, venues and suppliers. The Assistant Project Manager will take ownership of agreed areas of conference delivery while developing the skills and experience required to progress towards a Conference Project Manager role.

CORE DUTIES INCLUDE:

Conference & Client Management

- Support Project Managers with the planning and delivery of assigned conferences from initial planning through to onsite delivery and post-conference activities.
- Take ownership of agreed conference workstreams, ensuring tasks are delivered accurately, on time and within budget.
- Act as a key contact for clients, Local Organising Committee (LOC) members, delegates, speakers and suppliers within agreed areas of responsibility.
- Attend and contribute to LOC and client meetings, maintaining action points and following up on agreed tasks.

Conference Systems and Delegate Management

- Manage multiple conference inboxes including email enquiries from delegates, speakers, suppliers and ensure emails are filed correctly.
- Set up and manage online registration, communications, abstract submission, online conference programmes, badges, certificates of attendance, sponsorship and exhibition systems.
- Maintain accurate delegate databases and conference records.
- Assist with website updates, e-zines and other conference communications.

Venue, Accommodation & Suppliers

- Assist with venue planning and management, including room requirements, catering, AV, signage and other operational services.
- Manage accommodation allocations, bookings and deadlines with hotels.
- Source and liaise with suppliers, obtain quotations and assist with negotiating rates.
- Support the coordination of transport, social programmes and other delegate activities.

Budget Management

- Support Project Managers with conference budgets, costings and financial administration.
- Assist with the development of the costing models for confirmed conferences, including, where appropriate, securing supplier services for the conference.
- Assist with delegate, sponsor, exhibitor and supplier invoicing.

Sponsorship & Exhibition

- Assist with the planning and delivery of sponsorship and exhibition activities.
- Liaise with sponsors and exhibitors regarding packages, requirements, deadlines

and onsite arrangements.

- Coordinate the delivery of agreed sponsor and exhibitor benefits.

Onsite Delivery

- Represent Abbey Conferences onsite and take responsibility for allocated areas of conference delivery.
- Liaise with clients, delegates, speakers, venues and suppliers to ensure smooth event delivery.
- Respond professionally to issues and changes onsite, escalating where appropriate.
- Onsite work may involve evenings, weekends and work outside normal office hours.

Team & Departmental Support

- Assist with the training and support of interns and students.
- Take minutes at operational and client meetings and circulate agendas and actions.
- Participate in company-led familiarisation visits, industry events and supplier meetings where appropriate.
- Support colleagues and other departments within the Abbey Group as required.
- Undertake other reasonable duties as assigned by your manager or a Board Member.

Travel & Working Requirements

- Some international travel may be required in accordance with the company's Business Travel Policy. The role requires flexibility to work outside normal office hours during key periods of conference planning and onsite delivery.

REQUIREMENTS:

The successful candidate will have a relevant 3rd level degree in Event Management, Tourism, Business or Languages or relevant experience and will demonstrate:

- Excellent organisation, time management and attention to detail.
- Strong written and verbal communication skills.
- A professional, confident and client-focused approach.
- The ability to manage multiple priorities and deadlines.
- A proactive approach and willingness to take ownership.
- Strong problem-solving skills and the ability to remain calm under pressure.
- Good commercial awareness and an understanding of budgets and cost control.
- Strong IT skills and confidence in learning new systems.
- The ability to work independently and collaboratively as part of a busy team.

Experience in a similar role within a professional conference organiser or events company, together with familiarity with conference management software such as EventsAir, would be a distinct advantage.

Abbey Group is an equal opportunities employer.