



**25/26 Merchant Hall,
Merchants Quay,
Dublin, D08 NT3K
Tel: +353 1 648 6100**

**4th Floor, Mainpoint,
102 West Port,
Edinburgh, EH3 9DP,
Tel: +44 131 656 5900**

Website: <https://www.abbeyconferences.com/>

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

ROLE OVERVIEW

The Assistant Sponsorship Manager is a key member of the Conference Team, supporting the planning, sales and delivery of sponsorship and exhibition opportunities across professional conferences.

The role involves working closely with the Sponsorship Manager, Project Managers, clients, sponsors, exhibitors, delegates, venues and suppliers. The Assistant Sponsorship Manager will take ownership of agreed areas of sponsorship and exhibition delivery, including securing sponsors and exhibitors, supporting enquiries, coordinating contracted benefits and maintaining accurate records.

CORE DUTIES INCLUDE:

Sales Support & Outreach

- Assist in prospecting and researching potential sponsors across targeted industries.
- Support outreach efforts through email, phone, and networking to generate leads.
- Maintain the sponsorship and exhibition database (CRM) with up-to-date contact details, communications, and sales progress.

Sponsorship & Exhibition Coordination

- Assist in the preparation of sponsorship and exhibition proposals, prospectuses, and promotional materials.
- Support the contracting process; prepare draft agreements, track signatures, and ensure compliance with deadlines and deliverables.
- Assist in managing sponsor and exhibitor communications (e.g., welcome letters, logistics manuals, deadlines).
- Track fulfilment of sponsorship deliverables (e.g., logo placement, delegate passes, marketing inclusions, signage, and acknowledgments).
- Coordinate logistics for sponsor activations, exhibition booths, and branding requirements in collaboration with the Partnership Support Manager.

Event Delivery

- Support onsite delivery during assigned conferences, including exhibitor set up/breakdown, signage setup, and sponsor assistance.
- Act as a point of contact for sponsors and exhibitors during assigned conferences, ensuring their needs are met and issues are resolved promptly.
- Assist with collection of sponsor feedback and post-event reporting.

Administration & Reporting

- Maintain accurate financial and invoicing records for sponsorship and exhibition sales.
- Prepare progress reports, tracking sales and fulfilment milestones.
- Support post-event reconciliation and reporting for clients and management.
- Assist in competitor research and benchmarking of sponsorship offerings and pricing.
- Responsibility for financial and credit control over conferences assigned (sending payment chasers, allocating payments in conference system)

Other Duties

- Any other duties as assigned from time to time by your manager or board

- member (this could be in another Department within the Abbey Group).
- Some international travel may be required and will be in compliance with the company's Business Travel Policy.

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.
- An interest in sponsorship sales and the ability to identify and develop potential commercial opportunities.
- Confidence in building positive relationships with sponsors, exhibitors and prospective clients.
- 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.

REPORTING TO: Senior Manager – Conference Operations

SALARY: Negotiable depending on experience

AVAILABILITY: October 2026

LOCATION: Dublin/Edinburgh