



Abbey Conferences

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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 Events (Events & Corporate meetings)
- Abbey The Destination Experts (Group and FIT travel experiences)
- 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
- Discretionary Company Bonus Scheme
- Company contribution to occupational pension scheme
- Discretionary flexible benefit contribution towards pension or health care plan
- 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:**Conference Project Manager, Abbey Conferences – Dublin/Edinburgh (hybrid)**

We are looking for an experienced Conference Project Manager who can manage multiple large and complex conferences at once. The right candidate will work closely together with the Director of Operations and will be responsible for supervising junior members of the team to ensure that all assigned tasks are completed on time. Budget Management and Timelines are an important part of this role.

THE ROLE AND CORE DUTIES INCLUDE:

- Co-ordinate and manage the organisation of all assigned conferences.
- Client relationship management - be the key company contact with the Local Organising Committee (LOC) and attend all LOC meetings.
- Work with LOC to design all aspects of the conference and to implement the direction of the LOC in relation to the conference.
- Onsite management - be the company's key representative on site during the operation of the conference.
- Manage and support the departmental staff assigned to the conference.
- Provide support and training to conference presenters/hosts to ensure they understand the LOC's objectives for the conference and to familiarise themselves with all the technical aspects of the conference.
- Accommodation management/venue management/supplier management.
- Online registration & abstract management.
- AV and catering co-ordination.
- Website set up and maintenance.
- Transport & travel management.
- Social Programme creation and co-ordination.
- Budget management.
- Support our Sponsorship Manager with funding/sponsorship & exhibition activities.
- Attend supplier meetings.
- Attending presentations on occasion where required.
- Complete financial and credit control over the conferences handled by the company.
- Assist with the supervision of staff allocated to the Conference division.
- Maintenance and development of the Company's Event Management system. This includes setting up and maintaining conferences in the system and the management of the Online Registration and Abstract Submission systems. The role also extends to integration of external client websites to the Company's internal system. (Training provided)
- Assisting the Abbey Group with its environmental and responsible tourism initiatives.
- Any other duties as assigned from time to time by your manager or other or board member.
- International travel may be required and will be in compliance with the company's Business Travel Policy.

REQUIREMENTS:

Essential:

- Extensive experience in a similar role/company
- Ability to meet agreed time paths/deadlines
- Motivated self-starter with a passion for client care plus a commitment to delivering services to the highest level
- Good team player
- Strong technical/computer abilities
- Excellent communication skills
- Willingness to travel – mainly within the UK & Ireland but also possibly to some mainland European locations
- Relevant 3rd level degree in Event Management, Tourism, Business or Languages or relevant experience
- Very good knowledge of MS Office

Desirable:

- Familiarity with the EventsAir conference management software is a distinct advantage

Abbey Group is an equal opportunities employer.