

Events Operations Coordinator – Sustainability Conferences

Innovation Forum | London (Old Street, Shoreditch) | Hybrid

The organisation:

Innovation Forum is a purpose-driven business based in London, committed to making sustainability mainstream in business. We host industry-leading business conferences, publish in-depth analysis, and deliver stakeholder engagement, research and communications services. Our work spans critical sustainability challenges across global supply chains, helping business leaders drive meaningful change.

The role:

In this role you'll take ownership of the operational delivery of our global conference portfolio. That means managing everything from the first venue search and sponsor onboarding through to post-event reporting.

Across every event, you'll manage the full operational cycle: researching and contracting venues, building the event app, and acting as a point of contact for sponsors on event delivery. You'll work closely with our sales, project management and senior leadership teams, with real responsibility from day one. A passion for sustainability is a bonus, you'll be working on issues that matter.

We're looking for someone highly organised and detail-oriented who stays calm when multiple events need attention at the same time. Strong written communication is essential, as is the confidence to manage external partners professionally and keep delivery on track.

The role suits a recent graduate or someone with one to two years' experience and is based at our London office in Old Street (Shoreditch), with a flexible approach to home and office working - five days in the office across every two weeks.

Key responsibilities include:

Venue procurement & logistics:

- Researching suitable venues and managing the full RFP process, including event budgeting, negotiation and contracting.
- Coordinating all event logistics ahead of each event, from room configuration and session set-up to catering and AV requirements.
- Working closely with venues, AV suppliers and project managers to ensure smooth on-site delivery.

Sponsor & partner management:

- Acting as the primary operational contact for conference sponsors, managing deliverables from onboarding through to post-event follow-up.
- Managing the communications cycle in the run-up to each event, keeping sponsors informed and ensuring all requirements are met on time.
- Coordinating the collection and management of branding assets, speaker biographies and marketing materials across digital and physical event collateral.

- Supporting exhibitor management including logistics, equipment hire and on-site coordination.

Event technology:

- Building and managing the company event app for each conference, including agenda content, speaker profiles, notifications and surveys.
- Maintaining accurate delegate and speaker data across internal systems.

What we are looking for:

This role is well suited to a motivated recent graduate or someone with 1-2 years' experience, looking to take on real responsibility in a fast-paced environment. We are looking for someone who is highly organised, detail-oriented and comfortable managing multiple priorities at once.

- **Organisation:** Ability to manage your time effectively, juggle competing deadlines and keep multiple workstreams on track across a busy annual portfolio.
- **Attention to detail:** A careful and thorough approach to all aspects of delivery, from data accuracy and sponsor communications through to on-site logistics.
- **Communication:** Excellent written and verbal communication skills, with the confidence to manage external partners and internal stakeholders professionally.
- **Tech proficiency:** Comfortable picking up new platforms and tools quickly. Experience with event technology (e.g. Cvent) or CRM systems is a bonus but not essential.
- **Positive and pragmatic approach:** We're looking for someone who stays calm under pressure, takes initiative and is ready to get stuck in.

What's in it for you?

Work as part of a fun, friendly and supportive team: We foster an energetic and sociable environment, with regular days in the office together and after-work events. You'll get to know and collaborate with each member of the IF team.

Real responsibility: You'll have a high degree of responsibility and autonomy from day one. We'll give you the tools and training you need to succeed and emphasise on-the-job learning. You'll be able to get stuck in and have an impact on the business straight away.

Build your knowledge in sustainability: You'll be working on issues at the cutting edge of sustainability, gaining exposure to the professionals and organisations shaping business strategy across some of the world's most complex supply chain challenges.

Additional perks:

- Hybrid working (five days in the office every two weeks)
- 25 days annual leave plus bank holidays
- Company shutdown over Christmas (in addition to your annual leave allowance)
- Office perks such as monthly breakfasts, after-work drinks, and weekly cake. Plus Grind coffee!
- Occasional travel to conferences abroad (e.g. The Netherlands, USA)

If you have any questions please reach out directly to ruby.debell@innovationforum.co.uk. To apply, please send your CV to the same address.