



Job Advert - Events & Commercial Delivery Lead

Role title: Events & Commercial Delivery Lead

Location: Stourbridge (West Midlands) or home-based within the UK with occasional attendance at the Stourbridge office. Travel across the UK as required.

Reports to: Events & Commercial Manager

Primary role function: Design and delivery of CDI conferences, exhibitions, events and commercial activities, ensuring a high-quality experience for members, sponsors, exhibitors, advertisers, clients and stakeholders.

The role focuses on coordinating and delivering operational activity, supporting the strategy, commercial development and partnerships led by the Events & Commercial Manager.

Terms and remuneration:

Full time. Permanent.

Salary £34,000 p.a. plus pension.

About the CDI

The Career Development Institute (CDI) is the UK's professional body for the career development sector with around 4,900 members. Our purpose is to set standards, advocate for and promote high quality career development for all.

Our members help people develop their career goals and gain the career management skills to achieve them. As well as changing individual lives, the cumulative impact of the millions of career interventions each year helps address social and economic issues such as levelling up, workforce skills shortages and productivity challenges in the economy.

Membership of the CDI brings a variety of benefits, including conferences, events, networking opportunities, professional resources and continuing professional support. We also work with a range of commercial partners, helping them promote their products, services and messages to our audience of careers professionals.

The Events & Commercial team is responsible for delivering high-quality events and commercial opportunities that support members whilst generating income that enables the CDI to continue investing in services and support for the profession.



We are committed to enabling everyone working at the CDI, in the profession and among clients to thrive. We therefore encourage diversity within the sector and particularly welcome applications from individuals from under-represented communities.

Role summary

The Events & Commercial Delivery Lead sits at the centre of the Events & Commercial team, translating strategy and plans into effective operational delivery.

Working under the direction of the Events & Commercial Manager, who leads on strategy, budgets, commercial development and senior stakeholder relationships, the role holder will coordinate the planning and delivery of events and commercial activity to a high standard.

The postholder will act as the primary day-to-day operational contact for sponsors, exhibitors, advertisers and commercial partners, ensuring all activity is delivered efficiently and accurately.

Working closely with the Events & Commercial Coordinator, the Delivery Lead will coordinate the day-to-day delivery of events and commercial activity, ensuring all logistics, systems, bookings and operational processes are managed effectively.

They will support the management of commercial relationships and delivery of commercial income, escalating strategic opportunities, risks and key relationships to the Events & Commercial Manager as appropriate.

Key accountabilities

- Coordinate the planning and delivery of CDI conferences, exhibitions, awards and events in line with agreed plans, budgets and objectives.
- Manage event project plans, timelines, schedules and logistics, working with venues, suppliers and internal stakeholders.
- Act as the primary day-to-day operational contact for sponsors, exhibitors, advertisers and commercial partners.
- Respond to enquiries from prospective commercial partners and arrange meetings where appropriate.
- Provide information on CDI commercial opportunities, including sponsorship, advertising, exhibitions, jobs board and other services.
- Prepare and issue proposals, booking forms and commercial documentation.
- Convert enquiries into bookings and coordinate delivery requirements across internal teams.

- Ensure all sponsorship, advertising and exhibition deliverables are fulfilled accurately and on time.
- Coordinate delivery of commercial activity across CDI channels (including website, email and events).
- Support the management of commercial partners and renewals, with strategic discussions led by the Events & Commercial Manager.
- Work with the Marketing & Communications team to ensure commercial activity is delivered in line with client requirements.
- Attend CDI events and external exhibitions, acting as an operational contact for partners, speakers and delegates.
- Monitor event feedback, attendance and performance data to identify improvements.
- Support delivery and administration of CDI commercial services, including the jobs board.

Team responsibilities

- Coordinate the day-to-day operational delivery of events and commercial activity across the team.
- Work closely with the Events & Commercial Coordinator to plan and deliver event logistics, including venues, catering, suppliers, systems and bookings.
- Support and guide the Coordinator in prioritising workload and meeting deadlines.
- Act as the key operational link between the Events & Commercial Manager, Coordinator and wider teams.

General responsibilities

- Maintain accurate records, project plans and reporting using CDI systems.
- Provide regular updates to the Events & Commercial Manager on performance, risks and opportunities.
- Support continuous improvement in processes and delivery of events and commercial services.
- Undertake any other duties appropriate to the level of the role.

Person Specification

E = Essential, D = Desirable

Qualifications

1. Business-related qualifications – D
2. Event management qualifications – D
3. Project management qualifications – D

Experience

1. Used to consistently delivering to a high standard in a timely manner – E
2. Able to work effectively individually and as an effective member of a team – E
3. Working in an events, commercial or project-based environment – E
4. Managing stakeholder and client relationships – E
5. Delivery of conferences, exhibitions or events – D
6. Working with sponsors, exhibitors or commercial partners – D
7. Using web-based systems and Microsoft products – D
8. Producing reports and analysing performance data – D
9. Working to commercial objectives – D
10. Experience in a membership organisation or similar sector – D

Knowledge

1. ICT including Microsoft Excel, Word, PowerPoint, Outlook and SharePoint – E
2. Knowledge of virtual event platforms – D
3. Knowledge of commercial and sponsorship arrangements – D
4. Knowledge of project management principles – D

Skills

1. Event planning and delivery – E
2. Organisation and coordination – E
3. Stakeholder engagement – E
4. Strong digital and administrative skills – E

5. Ability to manage multiple priorities – E
6. Attention to detail – E
7. Customer-focused approach – E
8. Analytical mindset – D
9. Collaborative working – E

Personal Qualities

1. Focused on achieving results – E
2. Commercially aware – E
3. Highly organised with strong attention to detail – E
4. Customer-focused – E
5. Adaptable and team oriented – E
6. Confident and approachable – E
7. Resilient under pressure – E
8. Self-motivated and proactive – E
9. Committed to continuous improvement – E
10. Professional and dependable – E

Other

1. Travel throughout the UK and stay away from home where required – E
2. Occasional evening work to support events – E

Benefits of working for the CDI

Our members help people from across society to thrive in their careers and lives. As their professional body we are committed to our values of **Professional and Ethical, Inclusive, Forward Thinking and Inspirational Expertise**. These are reflected in our strategy, especially in our commitment to ensuring we offer a rewarding work experience for our team.

We continue to develop our employee benefits, which currently include:

- 25 days holiday (for full time staff) plus bank holidays and 3 days discretionary holiday between Christmas and New Year
- Pension with employer contributions of 4% and flexible employee contributions of at least 5%
- Employee Assistance Programme from Health Assured providing free access to confidential support services, health advice and tools, as well as discounts with retailers and services.