

## **Green Power Conferences Senior Research Analyst (Senior Conference Producer)**



### **The role:**

Reporting to the Research Director, the Senior Research Analyst will be expected to work on the development of conference agendas and topic areas. The role will be focused on conducting research projects, producing independently researched agenda's and conference products, confirming speakers and liaising with key companies & associations in the sector.

Green Power Conferences run events in locations such as New York, Chicago, São Paulo, Brussels, London, Amsterdam, New Delhi, Cape Town and Singapore; travel is an expected part of this role.

An event researcher is the master of multi tasking; researching new topics, bringing the conference project team together and continuously on the lookout for potential new speakers and partners. Ultimately the relationships the researcher builds with speakers and other industry contacts play a key role in developing new ideas and establishing a good reputation for Green Power Conferences.

Face to face contact is excellent for developing these relationships and you will be encouraged to organize meetings with relevant companies and speakers at events you attend whenever you can. Time management and a high level of organization are essential as the candidate will be responsible for a number of time sensitive products.

The candidate will be expected to negotiate with external contacts and stake holders. Confidence and the ability to deal with senior level representatives is a must. This role would especially suit someone with strong communication skills (written and oral) and strong research skills.

### **Key responsibilities:**

- Producing 6-7 high quality, independently researched conferences per annum with a logical and complete agenda which is an accurate representation of the industry and current state of the market segment to enable attendees to make informed business decisions
- Understand industries and their value chain quickly
- To accurately position and identify the audience for an event
- To obtain the maximum marketing potential for an event: deadlines must be met
- To communicate all the necessary information to other members of the team to maximise the revenue and success any one event can achieve
- To take in information on the renewable energy industry not only for their own projects but for the team as a whole
- Business development of new industry organisations, event ideas and event formats
- Manage all aspects of the process with a good knowledge of how an event runs
- Taking ownership or co-ownership of a portfolio of events to improve their profitability and success
- Topic and format generation – contributing new event topics (add to the hot list) and bringing different aspects to the conference
- Develop external relationships with associations, new businesses, potential co-located events
- Have a greater understanding of the conference process and give input into the process-finding ways to improve the event and the processes used to run it
- Develop a coaching ability and to be mentoring new staff
- Understand the budget; contribute to managing the budget and controlling costs

- Give excellent service to speakers, sponsors and delegates, building individual relationships on event series that encourage continued business

**Requirements:**

- 2+ years experience in a similar role
- 1st or 2:1 degree
- Interest in the renewable energy and climate change sector
- Fresh ideas and an imaginative approach
- Ability to work within a team environment
- Strong IT skills
- Languages not essential but useful

**The Package:**

This is an ideal opportunity to join an exciting company, in a developing market. The Senior Research Analyst will be given plenty of responsibility and the opportunity to take ownership of their product portfolio, but there is also ample support within this close and professional team.

Training is provided, career development encouraged, work-life balance is valued and flexible working is accommodated.

Salary: £ Competitive and negotiable depending on experience.

**Applications:**

Send your CV and covering letter to:

Research Director, Green Power Conferences, Southbank House, Black Prince Road, London SE1 7EJ

Alternatively email to: [recruitment@greenpowerconferences.com](mailto:recruitment@greenpowerconferences.com)

**About Green Power Conferences:**

Established in 2003, Green Power Conferences was the first to offer professionally organised events focusing on the sustainability sector. Over the last seven years, we have welcomed over 10,000 delegates from 92 countries and built a global database of 500,000+ contacts. Our expertise lies in producing high quality, interactive conferences that provide ample networking opportunities for delegates and partners alike.

Each event is developed by a team of market research professionals who ensure our events provide in-depth discussions and the latest industry updates in these fast-moving sectors. With a global portfolio of 50+ events, Green Power Conferences is helping to accelerate the uptake of sustainable business practices from Rio to Hong Kong. We also walk the talk, by offsetting all our commercial activities through renewable energy projects around the world.

Green Power Conferences is a commercial B2B conference organiser, operating only in the sustainability sector.

[www.greenpowerconferences.com](http://www.greenpowerconferences.com)