

About the role

Role

Senior Events Executive

Location and hours

Bristol

35 hours per week

Hybrid working with minimum 3 days per week in the office

Band

Senior Specialist

Salary

Competitive Salary plus benefits

What you'll be doing

In this role, you'll play a vital part in in delivering and continuously improving Motability Operations' event programme. You will:

- Deliver high-quality internal events and external corporate events, from employee roadshows, company conferences, live Q&As, and team away days to sponsorships and exhibitions, ensuring smooth end-to-end logistics and an excellent participant experience.
- Manage stakeholder relationships and event operations, working with colleagues across departments, senior leaders, and external suppliers, providing guidance and building trusted relationships to shape successful event outcomes i.e. coordinate logistics, prepare briefing packs and itineraries, oversee venue selection, source branded materials, and manage and monitor budgets, ensuring cost-effective delivery and value for money.
- Support customer-facing events and brand experiences, assisting the wider team in planning and delivering impactful events that engage customers, enhance brand visibility, and create meaningful connections with audiences.

You'll sit within the Marketing, Communications and Customer Experience division, as part of the Events and Engagement team. The role reports to the Marketing and Communications Manager, with a dotted line into the Internal Communications and Engagement Lead (HR Team) reflecting the close partnership between events and employee engagement.

This role requires flexibility, with occasional overnight stay, weekend work, as well as travel across the UK to support event delivery.

About you

You are an experienced events professional with a passion for delivering engaging in-person and online experiences. Confident managing multiple projects simultaneously, you bring strong organisational skills and take ownership of delivery with a proactive, solutions-focused approach.

With your ability to build trusted relationships and collaborate across teams, you navigate complex stakeholder environments with confidence, including working with senior leaders.

Motability Operations

Creative and adaptable, you thrive under pressure and enjoy finding innovative ways to elevate events, from concept through to delivery.

A clear and confident communicator, you combine attention to detail with sound judgement and a big-picture perspective, ensuring every event runs smoothly while contributing to wider reputation and brand experience.

Key Responsibilities

- **Plan and deliver a diverse programme of events, taking ownership for delivery decisions and ensuring alignment with event objectives and business priorities** – including internal employee roadshows, company conferences, live Q&As, team away days, corporate sponsorships, exhibitions, and customer-facing experiences, ensuring they are delivered to a high standard, meet event objectives and ensure audiences are engaged.
- **Oversee event logistics and operations** – manage end-to-end event delivery by preparing briefing packs and itineraries, coordinating venue selection and supplier liaison, sourcing branded materials, creating creative and sustainable event stands, booking transport and accommodation, and monitoring budgets to ensure efficiency and value.
- **Support stakeholder engagement and collaboration** – you will directly support two teams, Events, and Internal Communications, plus work closely with a variety of colleagues including Corporate Communications, Marketing, HR, Executive Support, the Senior Leadership Team, and external agencies to align event objectives, strengthen relationships, deliver high-quality, engaging experiences that bring the Motability Operations / Motability Scheme brand to life and resonate with target audiences.
- **Capture feedback and evaluate event success** - using insights to inform future planning and continuous improvement.

Key Skills & Competencies:

- **Event Management Expertise:** Proven experience delivering in-person and online events, with the ability to manage multiple projects and priorities and take ownership of delivery decisions.
- **Operational Excellence:** Strong organisational skills, with meticulous attention to detail across logistics, budget tracking, and stakeholder coordination.
- **Communication & Relationship-Building:** Confident communicator with the ability to influence, engage, and build trusted relationships with colleagues, senior leaders, and external partners.
- **Creativity & Innovation:** Comfortable generating new event ideas and approaches, ensuring events remain fresh, engaging, and impactful.
- **Content & Communication:** Able to create clear, engaging event-related content, including invitations, promotional materials and briefing inputs for creative assets.
- **Resilience & Problem-Solving:** A proactive approach to resolving challenges and adapting plans to changing circumstances, with a critical eye that seeks continuous improvement.
- **Collaboration & Teamwork:** Skilled at working with cross-functional teams to achieve shared goals, while also taking initiative as a self-starter and supporting others where appropriate.
- **Judgement & Decision-Making:** Able to prioritise effectively, make sound decisions under pressure, and balance competing stakeholder needs.

Motability Operations

- **Tools & Systems:** Comfortable using event management and planning tools (e.g. registration platforms, project trackers, budgeting tools), with the ability to quickly adapt to new systems.

Minimum criteria

- Solid experience delivering high quality events in a fast-paced environment, though we welcome applications from candidates who can demonstrate the relevant skills and experience.
- Confidence, diplomacy and strong interpersonal awareness, with the ability to build trust and adapt communication style across a range of stakeholders internally and externally.
- Detail orientated and highly organised
- Good ethos and interpersonal skills
- Driving licence

Preferred Criteria

- Experience delivering high quality events independently or as part of a team (or in a marketing or communications role which includes multiple events).

We're Motability Operations

About us

We're the company behind the Motability Scheme. We exist to deliver smart, sustainable solutions that improve our customers' mobility in a fast-changing world. We're the UK's largest car leasing company and we help over 800,000 people get on the road.

We employ over 1800 people, across London, Bristol, Edinburgh, and Coalville. We know our people are key to our success, so we aim to create an environment that allows our employees to flourish. We look for highly motivated people with a combination of commercial sense and real enthusiasm to meet our customers' needs.

What we do

We lease a wide range of tailored mobility solutions to people who receive of one of the Government's qualifying mobility allowances. Our customers choose a car, Wheelchair Accessible Vehicle (WAV), scooter or powered wheelchair that best suits their needs. We take care of their insurance, breakdown, servicing and more, as part of our worry-free package.

At the end of the lease, our customers can exchange their vehicle for a brand-new model. Each year we sell and move around 200,000 cars. This makes us the largest supplier of single-source vehicles back into the used car market.

The Scheme has been providing affordable, worry-free motoring for over 45 years. We pride ourselves on delivering outstanding customer service, with an independent customer satisfaction rating of 9.6 out of 10.

How we work

We work in a hybrid way. That means remotely for up to two days each week and in our great office spaces the rest of the time. This gives us a good work/life balance and lets us collaborate and deliver for our customers. [Visit our website](#) to find out more.

Motability Operations

We do our best to accommodate part-time and flexible working requests, where possible, to build on our culture of trust, empowerment, and flexibility.

Our beliefs and values

We believe in building a diverse workforce, where our people are empowered to attend work as their true selves. We encourage people from all backgrounds to apply.

We want to sustain a nurturing culture. And our people to be rewarded equally, regardless of race, national or ethnic origin, sexual orientation, age, disability, or gender.

Our values are at the heart of everything we do:

- We believe no one should be left behind → We find solutions
- We believe we must take the lead → We drive change
- We believe everything starts with the customer → We care

What we can offer you



Pay: competitive salary, with a yearly discretionary bonus, based on your performance



Holiday: 28 days, and you can buy and sell days



Pension: 15% non-contributory pension (9% during probation)



Health and wellbeing: Private Medical Insurance cover available for all employees and free health screenings for over 50s. Life assurance at four times your basic salary, to give you peace of mind. Free access to healthcare apps like Peppy, Unmind, and Aviva Digital GP. Mental Health Allies and an Employee Assistance Programme



Development: A library of internal training on our myLearn platform



Family friendly: We have competitive family leave policies



Diversity and inclusion: We embrace the diversity of our people and empower them to come to work as their true selves. We want them to flourish and be rewarded equally. We have Employee Network Groups, and we pride ourselves on being inclusive and all our offices have first-rate disability access



Helping our community: One volunteering day each year, and access to volunteering platform Neighbourly



Schemes: Car Benefit Scheme for electric and hybrid cars. This means you can lease a brand-new electric or plug-in hybrid car, with insurance and more, for a fixed monthly amount. Cycle to Work Scheme. Employee Discount Scheme, to save money across lots of retailers



Other, voluntary benefits: charitable giving, critical illness insurance, dental insurance, health and cancer screenings for you and your partner, discounted gym memberships and season ticket loans, free fresh fruit and snacks in the office