



SASIG Events

Events Administrator

About us

The Security Awareness Special Interest Group (SASIG, www.thesasig.com) is a subscription-free members-only networking forum established by Martin Smith MBE in 2004. It has developed into a leading and credible voice for UK cybersecurity professionals across all industries. Our events provide an environment that is hugely respected and trusted, allowing our members to engage with each other in a spirit of openness and to share, understand and stay connected on all matters of cybersecurity.

We hold over 35 events each year, all free for delegates to attend, most within London but some in other UK cities as well as across Europe. These each regularly attract 50 - 200+ delegates depending on the subject matter. SASIG is growing at a phenomenal rate; we expect some 3,200 professionals to attend an event this year, a 35% increase from last year. Our members are drawn from CIOs, CROs, CSOs, CISOs, SIROs, DSOs and their staff with responsibility for cybersecurity within their organisations. Professionals from other disciplines (risk, HR, legal, supply etc.) and representatives from government, law enforcement and academia are also being increasingly welcomed at our events. Membership now exceeds 4,000 individuals, representing some 1,500+ prominent organisations from the financial, insurance, legal, high-tech engineering and government sectors amongst others, including most FTSE 100 companies. We are proud to be especially accessible to those many smaller organisations who need cybersecurity help, counsel and advice but don't have access to huge resource or budget.

Our programme is designed to reach further audiences, discuss the current topics within cybersecurity, drill down into specific industry issues and support regions across the UK. By doing so, we aim to direct professionals towards solutions, inform them of growing trends and identify risks and threats for the future.

As an Events Administrator, you will work closely with the whole SASIG team in coordinating and supporting the planning and delivery of all our activities. We're looking for a proactive and dependable person who stays calm under pressure, someone who is excited by the opportunity to work alongside many important global organisations and stakeholders, and learn more about the exciting and fast-moving cybersecurity world of today. Experience of event coordination is desired but not essential.

About the role

It will be your job to assist the SASIG Manager and the rest of the team in the organisation and timely delivery of our events through the following activities:

- Source and book suitable venues, coordinating and maintaining the events calendar, together with the Owner's speaking opportunities
- Source and book all necessary travel and accommodation for the team
- Arrange all venue facilities and catering, preparing all logistics for each event
- Liaise with speakers on all their necessary details, permissions and presentation materials
- Give excellent customer service to members with their email and phone enquires
- Manage and screen new membership applications through website
- Manage and report on event registrations through website
- Prepare and quality checking delegate communications, including confirmations and reminders, through the email marketing platform
- Maintain sufficient stock of materials, reordering as required
- Quality check, print & prepare delegate packs, papers and badges
- Collate, prepare and quality check event presentation decks
- Prepare and bring to events cases of materials and banners, returning and unloading afterwards, striping and recycling materials
- Attend and perform all duties at events, including:
 - preparing audio and visual equipment for presenters and audience
 - recording attendee registrations
 - ensuring timely catering
- Coordinate, collate and report on delegates' event evaluations and non-attendance patterns
- Support marketing function in creating, updating and quality checking event details on the website, including presentations
- Support marketing function in creating, quality checking, coordinating and delivering event invitations, email banners and social media posts
- Represent SASIG professionally, in line with the company values, maintaining the integrity of the brand
- Support the team with the management of the budget
- Adhere to organisational and legal regulations and processes

Your skills and experience

You are the ideal person for this role if:

Essential

- You are highly proficient in using Microsoft Office, including:
 - Word: page design and formatting, mail merge
 - Excel: sorting and analysing data, using functions and formulas (eg vlookup)
 - PowerPoint: adding text, pictures, animations, sounds and slide transitions into presentations
- You have a good head for business and know what excellent customer service looks like
- You are well-presented and professional
- You have great communication and interpersonal skills
- You write charming emails and have an excellent phone manner
- You're organised, with a thorough approach to your work and close attention to detail
- You're good at juggling tasks and reprioritising throughout the day
- You're a team player and can work with all types of people
- You have a desire to show initiative, open to feedback and learn quickly on the job
- You're dependable, stay calm under pressure and determined to achieve your goals
- You're happy working on your own and using your drive and initiative to solve problems, but you aren't shy about asking for help when you need it

Desirable

- You have experience in using customer databases (eg Teamleader), automated email marketing platforms (eg Mailchimp) and website content management systems (eg WordPress)
- You have experience of event coordination

Benefits

SASIG is a family-owned business, currently formed of a team of four smart and enthusiastic professionals. Our benefits reflect that we want our staff to know how much we value them. We're incredibly proud that it is from our beautiful barn, in the tranquil Bedfordshire countryside, that we organise so many events that are so well-regarded by the cybersecurity industry. We are also very fortunate for our events to be held in prestigious venues of major corporations and institutions within London and other UK cities, as well as our annual Cyber Security Connect UK conference in Monaco.

Other benefits you'll enjoy when working for SASIG include:

Holiday entitlement

You will have 25 days plus bank holidays to relax, unwind and spend time with loved ones.

Pension scheme

All employees who meet the criteria set by the government are automatically enrolled into a workplace pension after three months.

Childcare vouchers

If you have children, then we can help you to save money on your childcare costs. Childcare voucher schemes are a government-led initiative designed to help support working parents. They are an alternative method of payment that you can sacrifice some of your salary to. You will save money as you do not pay Income Tax or National Insurance on the sacrificed part of your salary.

Cycle to Work scheme

We are fully signed up to the Cycle to Work Scheme, meaning you can get a tax-free bike, saving anything from 32% to 42% of the cost. This works as a salary sacrifice scheme, where you can repay the value of your bike over several payments in a cost-efficient way, saving money on your tax and National Insurance payments.

Health and fitness

If you're keen on fitness or just want to get into shape, you are welcome to join our pre-work summer tennis sessions or post-work running club. For more leisurely exercise, the village and surrounding countryside have ample opportunity for lunch-time walks.

Kitchen, drinks and treats

We have a fully-equipped kitchen to use for preparing lunches, with free hot and cold drinks available to all staff. We also have treats and delights often stocked in the cupboard.

Seasonal fun

We like to reward our employees at Christmas time, so on the day of our party, we close the office early and join our sister company, The Security Company, in a big family Christmas feast on the company.

Flu vaccinations

When it gets to that time of year when the evenings are getting darker, and the cold and flu bugs are about, we arrange for all staff to have a flu vaccination.