

SASIG Events

(part of Nineteen Group)

Events Coordinator



About us

We are [SASIG](#) (the Security Awareness Special Interest Group), a subscription-free members-only networking and thought leadership forum for the cybersecurity industry. Established by Martin Smith MBE, over its twenty years we have become the leading networking community for security professionals across all industries.

Our events allow our members to engage with each other and develop through our full programme of in-person and online events. SASIG provides a hugely respected and trusted environment where cybersecurity practitioners can gather, enabling candid discussions and knowledge exchange on critical cybersecurity issues.

Having held 35 in-person events annually before successfully moving entirely online during Covid with a daily showcase of presentations and discussions for our membership, we have now transformed into a highly successful business model. Today, we run daily webinars, weekly in-person events and our flagship Big SASIG conference each year, each attracting 50 - 200+ delegates and emphasising personal networking. All SASIG activities are free of charge for members to attend and the level of discussion is extraordinarily revealing and rewarding.

While UK-centric, our 9,000+ membership represents many thousands of organisations from across the globe, of all sizes and covering all sectors, both public and private. These highly engaged members are not only drawn from C-Suite, including prominent CISOs, CTOs, CIOs, decision makers and influencers, but importantly also from all levels of the cybersecurity profession, law enforcement, government and academia. We are delighted most FTSE 100 companies are represented within our membership, and we are also proud to be especially accessible to those many smaller organisations who need cybersecurity help, counsel and advice but don't have access to huge resources or budgets.

In January 2024, SASIG entered an exciting new phase of its journey by joining the [Nineteen Group](#) of companies. Nineteen's ethos, culture and portfolio align completely with SASIG's of being inclusive and valuing our staff and communities, as well as being ambitious, working in an agile way to reflect the fast pace of events.

This marriage ensures SASIG's longevity and increases our reach and influence even more than before. Operating across several markets including security, cyber, fire, safety, manufacturing, technology, emergency response and retail, we're delighted to be a part of Nineteen's exciting period of growth to become a world-leading event organiser.

About you

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 and is excited by the opportunity to work alongside many important global organisations and stakeholders and learn more about today's exciting and fast-moving cybersecurity world. Experience in event coordination is desired but not essential.

About the role

- Salary - £23,000pa
- Hybrid working – predominantly home-working, with regular travel to in-person events and meetings
- Get back what you put in - room for personal and professional development

As an Events Coordinator, it will be your job to work with the team to assist with the organisation and timely delivery of our events and webinars through the following activities:

- Source and book suitable venues, coordinate and maintain the events calendar, together with the Founder's and the Vice Chairman'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 for all events and webinars
- Provide excellent customer service to members with their email and phone enquires
- Ensure the website is updated promptly with details of new events and webinars
- Manage and screen new membership applications through the website
- Manage and report on event registrations through the website
- Prepare, quality check and send delegate communications, including confirmations and reminders, through the email marketing platform
- Quality check, print & prepare delegate badges
- Collate, prepare, and quality-check event presentation decks
- Attend and perform all duties at events, including:
 - taking along event materials and disposing of items appropriately afterwards
 - 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 the marketing function in creating, updating and quality-checking event details on the website, including presentations

- Support the marketing function in creating, quality checking, coordinating and delivering event invitations, email banners and social media posts
- Ensure the shared email inbox is up to date at all times. Actioning and responding to queries promptly
- Maintain the company database
- 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 you:

Essential

- 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
- Have a good head for business and know what excellent customer service looks like
- Are well-presented and professional
- Have great communication and interpersonal skills
- Are impeccably organised, with a thorough approach to your work and close attention to detail
- Are great at juggling tasks and reprioritising throughout the day
- Are a team player and can work with all types of people
- Can write charming emails and have an excellent phone manner
- Have a desire to show initiative and seek excellence, are open to feedback and learn quickly on the job
- Are dependable, stay calm under pressure and are determined to achieve your goals
- Are 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

- Have experience in using customer databases (eg Teamleader), automated email marketing platforms (eg Mailchimp) and website content management systems (eg WordPress)
- Are comfortable using webinar platforms such as Zoom
- Have experience in event coordination

Benefits

SASIG is a highly regarded events company operating in the world of cybersecurity, currently formed of a team of 13 smart and enthusiastic professionals. We are fortunate to hold our events in the prestigious venues of major corporations and institutions in London and other UK cities. Our benefits reflect that we want our staff to know how much we value them.

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

Company culture

Our culture is inclusive, diverse and unique in its own way. It is a place where people can be their authentic, best selves. We do not hide from our own failures or scorn the shortcomings of others. We wholeheartedly support one another to achieve greatness and encourage trust, creative thinking and knowledge sharing.

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.

Eye tests

You'll be using computer screens regularly as part of your job role, so we'll help you look after the health of your eyes by covering the cost of your sight tests at the opticians.

Hybrid working

We encourage flexible working and allow staff to work from the comfort of their own home (when our in-person events are not taking place, of course!). We also recognise that time and physical presence with the team is important, so ensure we spend some days together to meet and collaborate in person for regular All Hands meetings.

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 will reimburse you the cost of your flu vaccination.

Company socials

On the day of our party, we close the office early and enjoy a big Christmas feast on the company to reward our employees at Christmas time.

Additionally, we often get together virtually or in person and enjoy a team lunch on the company throughout the year.

Plus...

One day off for your birthday, two well-being days, two volunteer days, a pension scheme, a choice of healthcare or gym membership, and a cycle-to-work scheme.