

SASIG Events

(part of Nineteen Group)

Account 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 values of being inclusive and valuing our staff and communities, as well as ambitious and working agilely 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 the role

As Account Coordinator, you will be the lead point of contact for all matters specific to Supporters (sponsors), Associate Organisations (affiliates) and Partners (sponsors) for our flagship Big SASIG conference. You will be responsible for building and maintaining positive and long-lasting client relationships with each of them, actively seeking and developing new business opportunities.

- Salary - £28,000pa.
- Hybrid working - predominantly home-working, with regular travel to in-person events and meetings.

Job description

Partnerships

- Ensuring Supporters receive a first-class service. Building client-focused relationships where every Supporter knows that they are important to you and SASIG and that you have their best interests at heart. Overseeing and ensuring SASIG team members also meet our Supporters' and partners' needs.
- Assisting Supporters in maximising their involvement with all of SASIG's activities to aid their retention.
- Ensuring Partners (sponsors) of our flagship Big SASIG conference receive a first-class service, maximising their involvement to aid repeat participation.
- Building excellent relationships with Associate Organisations, increasing their interaction with us and developing this community.
- Identifying and onboarding relationships and contra agreements with other stakeholders within cybersecurity, law enforcement, government and academia to collaborate with and further promote our activities through their networks.
- Seeking and promoting public speaking opportunities at other events for senior management. Together with senior management, networking at third-party events, especially those of the Supporters.
- Identifying appropriate new Supporters as necessary.

Life cycle management

- Identifying clients' strategies, objectives and needs from their relationship with SASIG.
- Owning and managing prompt day-to-day client communication and management.
- Regularly communicating current and future SASIG activities, inc:
 - monthly catch-up meetings and prompt follow-up notes, additional interim notes, monthly briefing reports and annual in-person meetings with Supporters; and
 - quarterly catch-up meetings with Associate Organisations.
- Liaising with team members on all Supporter and Associate organisation activities, pre-empt any issues and communicate accordingly.
- Maintaining up-to-date knowledge of Supporter and Associate organisation services, identifying additional opportunities (inc assisting with Supporters' own activities) and areas of improvement within our existing relationships.
- Accurate forecasting and tracking of account status and metrics (inc maintaining records of events presented at and attended, account renewal, etc).
- Liaising with Finance to resolve any invoicing or payment issues.
- Preparing Supporter annual review and business case reports for contract renewals.

Content

- Understanding the cybersecurity industry, identifying the current themes and relevant industries of our members and the events they would like SASIG to cover.
- Assisting the Content Coordinator in recruiting high-quality and authoritative speakers from our Supporters and other partners, liaising with the Event Coordination team.

Events

- Attend events and assist Supporter contacts present, networking for potential new business opportunities.
- Represent SASIG professionally, in line with the company values, maintaining the integrity of the brand.

Your skills, knowledge and experience

This role suits someone with a passion for building strong and trusted relationships with clients and getting to know them on a personal level, genuinely having an interest in them as people. You understand that the better the relationship, the easier it is to work through any challenges together, giving them the trust and faith in you as their point of contact to get everything right.

You know how best to deliver client-focused solutions to their needs and have a natural ability to ask questions to understand clients' complete requirements. Being highly organised allows you to stay in control and grounded throughout all activities and helps to ensure the communication lines between all relevant parties are open at all times.

- **Ownership** - You recognise your own tasks and know when to involve and share with others. You have strong self-motivation and get the job done to the best of your ability
- **Leadership** - You professionally manage yourself. You're an extremely articulate communicator with excellent interpersonal skills and can engage stakeholders at all levels
- **Problem solver** - You're someone who loves to make things better, with an analytical mindset and critical thinking
- **Collaborator** - You're well-presented, professional and a team player who can work with all types of people at all levels, including executive and C-level. You work effectively with colleagues to meet timelines and business KPIs, with the confidence to collaborate with key stakeholders internally and externally
- **Attention to detail** - You have excellent attention to detail, e.g. proofreading, spelling and grammar, producing a high level of work consistently in terms of quality and accuracy
- **Innovator and efficient** - You are organised and always looking at how processes can be streamlined and improved. You can execute tasks independently through great time management and prioritisation. You're great at juggling jobs and reprioritising throughout the day, working to and meeting tight timescales
- **IT** - proficient in using Microsoft Word (page design, formatting, mail merge), PowerPoint (adding text, pictures, animations, sounds and slide transitions into presentations) and Excel (sorting and analysing data, using functions and formulas, e.g. vlookup)
- You will have proven work experience in account management or a relevant role. You are eligible to work permanently in the UK at the time of the application

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.