**Laura Buttigieg**

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**Skills and Experience**

I am a confident and innovative events and communications manager with over seven years’ experience, and a proven track record in project management. I have delivered a wide variety of events to a very high standard, including both special and challenge events. I have sensitively managed charity relationships with a broad range of high profile supporters, senior fundraising committees and corporate partners. Through simultaneously working on multiple complex projects, I have demonstrated that I am highly organised, versatile and work well under pressure. I have strong communication skills, pay close attention to detail and am a dedicated team member.

**Recent Employment History**

**Events Manager, UCL, May 2016 to present**

* Leading on a programme of events both domestic and international for the Development and Alumni Relations team, including events to launch the new UCL Campaign to raise £600,000,000.
* Project managing all aspects of events, both nationally and internationally, from private dinners and meetings for 20 guests, to specialist conferences for up to 300 and public campaign launches for over 1000 people.
* Developing a communications strategy for the It’s All Academic Festival, project managing the development of marketing materials for a diverse range of audiences and creating the It’s All Academic Festival website and booking system.
* Working collaboratively with the Alumni Relations team to assess previous alumni communications and develop a new and improved alumni e-newsletter, redevelop the alumni website and create original and engaging content for alumni communications.
* Developing our digital media strategy and working with suppliers to develop marketing materials.
* Line managing Communications Officer and managing all event volunteers and temporary staff.

**External Relations Events Officer, Teach First, January 2013 to December 2015**

Teach First lead for special events: developing the special events strategy, managing the special events budget, and project managing all special events including the flagship gala dinner which surpassed all targets by raising £1.3million in 2014

* Developing key in house challenge fundraising events, including Run the River, a 10k run for 3,000 entrants, as well as managing supporter entry into external events such as the Leeds 10k.
* Managing all events with the charity’s patron, HRH, The Prince of Wales.
* Leading on celebrity support at Teach First: delivering the first celebrity support strategy for the organisation, continually growing Teach First’s celebrity support base and maintaining excellent relationships with our existing supporters.
* Developing media coverage and publicity opportunities for high profile supporters.
* Building strong relationships with a broad range of internal and external stakeholders and fundraising committees.
* Delivering high standard briefings and updates to senior stakeholders and high profile supporters.
* Ensuring that all events, marketing and publicity opportunities are in line with the Teach First brand.
* Leading on the development of the Teach First Guest Teacher Programme and coordinating all project visits for senior and high profile supporters.
* Recruiting and managing the Events Team Assistant, events interns and all events volunteers, including a team of 110 at Run the River.
* Maintaining detailed and secure database records for our supporters.

**Artiste Coordinator, Barnardo’s, August 2010 to January 2013**

**Artiste Assistant, Barnardo’s, March 2009 to August 2010**

* Leading on a broad range of special events and publicity events, including celebrity visits to Barnardo’s projects, receptions, comedy nights, concerts and balls.
* Managing key challenge events including the South Wales Echo On Your Bike for Barnardo’s event, and working as part of the Cardiff Half Marathon team.
* Consistently exceeding set targets as part of the Artiste Development Team, including generating £1,000,000 AVE of media coverage through celebrity support and raising £250,000 of funds for the financial year 2012/13.
* Leading on engaging new high profile supporters for Barnardo’s, working with them and their management teams to fully induct them into the charity’s work.
* Managing relationships with existing supporters and working on personalised development strategies for them taking into account their areas of interest.
* Building and maintaining strong relationships with a range of internal and external stakeholders, and ensuring excellent relationships with high profile supporters and their agents.
* Working on the media and campaigns strategic planning team to identify long-lead opportunities for celebrity supporters to raise awareness of our campaigns, as well as managing last minute current affairs opportunities.
* Managing requests for high profile support from across the organisation, accessing the projects with the greatest impacts and being constantly aware of the supporters best placed to assist.
* Managing our regular communications with supporters including up to date briefings about key areas of our work and campaigns, and managing the biannual newsletter.
* Liaising with key media contacts, setting up interviews and television appearances for ambassadors and attending with them where needed.
* Preparing detailed event briefings and key messages for all supporters.
* Managing all fundraising opportunities for our supporters and acting as a liaising point between the media team and the fundraising team.
* Holding responsibility for our database records for supporters, and ensuring that we always had up to date publicity shots, or approved photos from project visits ready to use.
* Recruiting and managing volunteers, including our team intern, and managing our part-time team administrator.

**Education**

**Birkbeck, University of London, 2014**

MA in Renaissance Studies, II.I

**Trinity College Dublin, 2008**

BA honours degree in History, II.I

**Brynteg Comprehensive School, 2004**

4 A Levels- Maths (A), English (A), History (B), Chemistry (B)