



Defence Engagement Assistant

Who we are:

Established in 2009, Defence Leaders and our subdivision Navy Leaders have grown to become one of the leading providers of intelligence, insight and debate serving the global defence community. Our portfolio of market leading events are curated and chaired by leading figures from the naval and army community, who offer a unique insight into how global armed forces are addressing the challenges and evolving threats in the ever-changing international arena.

The Production Team

Our production team is a small group of hugely passionate individuals, who are truly ingrained with the sectors we serve. Their role is to identify and research the most pertinent and relevant topics that are on the minds of our target audience in order to craft and publish conference agenda's of unrivalled quality and integrity. They are then tasked with identifying and securing the participation of rockstar speakers from the armed forces who are the leading experts in their field.

We're growing!

We're a fast-growing team with huge ambitions, and an exciting path ahead of us. We're always on the hunt for amazing people to join us on this journey, to help us expand our knowledge, develop expertise and grow the business through engaging and securing the participation of senior military personnel as speakers for our events.

Who we are looking for:

We're looking for our next production superstar. This entry-level position is an excellent opportunity to begin a career in the dynamic defence and event industries. The assistant will be responsible for managing the speaker journey from agenda sign-off to event delivery.

What you're like:

- You'll be excited to work for a growth-stage business
- You'll have an interest in, or experience of, the armed forces
- You are a meticulous planner and love being organised
- You'll enjoy working with a smart team in a fast-paced environment
- You'll enjoy the independence of having your own responsibilities, but working as part of a dedicated team to succeed on delivering results together.
- You'll be a brand ambassador and champion of Defence Leaders & Navy Leaders — conveying a collaborative spirit and have a passion for our mission to be the leading engagement platform for the global armed services landscape
- You'll have a willingness to travel and attend conferences, social events and other meetings around the world.
- You're keen to work hard, and play hard.

What does the role involve?

- Stewardship (Main Role):
 - Manage the speaker journey, ensuring consistent communication from agenda sign-off to event delivery and evaluation.
 - Provide logistical support to speakers, including travel arrangements, presentation requirements and scheduling updates.
 - Keep speakers informed about the agenda, event details and their role in the program.
 - Regularly engage with speakers to ensure they feel connected and appreciated as part of the Defence Leaders community.
 - Foster strong relationships with stakeholders, including military personnel, government officials and industry representatives.
 - Actively address any speaker concerns or issues to ensure a seamless experience.
 - Help create a professional and memorable brand experience for all participants.
- Research & analysis:
 - Conduct research to identify trends, topics and technological advancements.
 - Create detailed profiles of potential speakers, including backup options for flexibility.
 - Monitor emerging challenges and opportunities in the defence domain to refine event themes.
- Administration:
 - Maintain organised records of all speaker interactions, event schedules and logistic details.
 - Coordinate meetings, calls and deadlines to ensure smooth preparation for events.
 - Support the preparation of event materials, including speaker briefs and session outlines.
 - Track key dates and ensure all tasks are completed on time.
 - Assist in planning and coordination for event-related activities.
 - Provide support to executives, helping them focus on strategic priorities.
- Event planning & execution:
 - Collaborate with cross-functional teams to ensure the successful delivery of events.
 - Provide on-the-day support, including speaker coordination and support.

What are we like to work for?

We have a small-company mindset but big company goals, and can draw on many of the strengths and benefits of being established for over 16 years, with a recognised and respected brand. We're friendly, hard-working and passionate about what we do. We collaborate across disciplines and value feedback, honesty and clear communication.

What we offer:

- Competitive salary, plus excellent bonus schemes
- 28 days of annual leave (inclusive of public holidays) + 2 weeks additional leave in December.
- Regular team socials and events
- Professional working environment with full training
- Regular travel both domestic and international representing the business at events.
- Excellent progression, with a legacy of promoting from within.

Remuneration: £24,000 salary + performance related bonus scheme

Location: Chelmsford, Essex. This is an in-office position with no option for hybrid or home working.