

Event Manager with French



Location: Edinburgh, Scotland
Department: MICE
Reporting to: Department Manager
Contract Type: Permanent

Do you want to create memories that last a lifetime?

Tour Partner Group is a leading B2B Destination Management Company (DMC) specialising in travel experiences across the UK, Ireland, the Nordics, and the Baltics. With offices in London, Edinburgh, Dublin, and Copenhagen, we bring together over 300 destination specialists, designing unforgettable travel experiences for Groups and FIT, as well as curated MICE programmes under our dedicated brand, **Horizons by Tour Partner Group**.

At **Tour Partner Group**, we believe in responsible travel, continuously challenging ourselves to elevate our standards and ensure that every journey we create leaves a positive impact on both people and the planet.

About the position:

We are looking for a passionate and dynamic **Event Manager with French** to join our team in **Edinburgh**. In this role, you will be responsible for **managing Conferences, Events & Incentive groups from conception through to operations and final account reconciliation**. You will work as part of a **collaborative, international team**, creating memories that last a lifetime for our clients and their customers.

Your responsibilities:

As an Event Manager with French at Tour Partner Group, your key responsibilities will include:

Project Planning & Management:

- Designing, creating, and costing proposals for clients, including responding to RFPs in a timely manner
- Maintaining project timelines and coordinating all aspects of the project
- Identifying and mitigating risks, ensuring compliance with industry standards and implementing emergency plans
- Tracking project performance to meet Personal Development Reviews (PDRs), targets, and KPIs

Operations & Logistics:

- Drawing up and updating operational itineraries, ensuring all services are booked as per the client's programme and budget
- Overseeing event logistics to ensure smooth execution, including site inspections and fam trips
- Managing all operational and administrative duties for efficient event delivery



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- Travel as necessary for site inspections and live events, both nationally and internationally
- Some evening and weekend work may be required

Budget & Financial Management:

- Managing event budgets, including rate negotiation with suppliers to ensure competitive pricing
- Handling full cost tracking and financial reconciliation for assigned events
- Processing invoices for suppliers and clients

Supplier & Client Relations:

- Cultivating strong client relationships to ensure high customer satisfaction
- Negotiating contracts and maintaining relationships with suppliers to secure the best deals
- Representing the company at industry events, networking forums, and trade associations

Sustainability & Innovation:

- Staying up to date with domestic venues and activities
- Promoting and integrating sustainable practices within event operations

Your profile: Skills & Experience

We are looking for an individual with the following skills and qualifications:

- Experience in tourism, operations, or event management
- Ability to take full ownership for specific tasks and assigned responsibilities
- Strong communication and negotiation skills
- Ability to work under pressure and multitask in a fast-paced environment
- High level of proficiency in CRM systems and Microsoft Office
- Willingness to be flexible and adaptable
- Demonstrated keen attention to detail
- Be a team player and have a genuine, enthusiastic and approachable attitude.
- Adhere to all deadlines
- Be resourceful and creative when faced with obstacles
- Ability to be resourceful and think creatively to resolve problems

What we offer



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At Tour Partner Group, we believe in rewarding our team members. By joining us, you will enjoy:

- A **dynamic and international work environment**, collaborating with colleagues from over **20 nationalities**.
- **Familiarisation trips** to enhance your first-hand knowledge of our destinations.
- A **holiday increase** with years of service, up to **25 days**.
- A **contribution towards gym membership** to promote well-being.
- **An extra day off on your birthday**, because celebrating is important!
- **One volunteering day per year** to support a cause you're passionate about.
- **Annual social events** to celebrate our shared successes.
- **TPG Travel Club discounts** to explore our destinations in your free time.
- The opportunity to become a **Value Champion**, earning a **Discover-Our-Destination reward** for an exciting explorer getaway.
- A **structured development programme** with **on-the-job training**, ensuring you reach your full potential.
- A **collaborative and supportive team culture** where every member is valued.
- Opportunities for **career progression**, moving into new roles within the company.

Additional Information

- **High Season Period:** Please note that from **1st May – 31st August**, the workload may be heavier, and overtime may be required. Overtime is compensated as time off in lieu.
- **Work Location:** This position is based in **Edinburgh, Scotland**, with the possibility of hybrid working depending on the role.



Our Values

At Tour Partner Group, our values guide everything we do:

- **Partnership** – We collaborate as a team to succeed and hold our colleagues and business partners in high esteem.
- **Inspiration** – We inspire confidence in others through our knowledge and expertise. We seek and embrace change.
- **Respect** – We are open to new ideas, cultures, and experiences. We value honesty and transparency.
- **Passion** – We share our love for travel and encourage others to explore our destinations. We aspire to be the difference that makes the difference.

Our Commitment to Sustainability & ESG

- We recognise the part we play as a tourism business. We believe in the **positive force and impact** of responsible business on our collective future—one that is sustainable and contributes **not only to ourselves and our clients but also to the planet and society as a whole**.
- Internally, we have taken active steps to **reduce our environmental footprint** by limiting printing, switching to **digital business cards**, and ensuring that **business travel is only undertaken when essential**. Additionally, we encourage our employees to **give back to the community** through our **1 volunteering day per year** initiative.
- Find out more about our sustainability efforts: [Tour Partner Group ESG Policy](#)

Our Diversity, Equity and Inclusion Statement

- At Tour Partner Group, our values of **Partnership, Respect, Inspiration and Passion** guide everything we do. We believe that travel is about **connection, discovery and shared experiences** – and that **begins within our own teams**.
- We are committed to building a workplace where everyone feels **valued, respected and inspired** to contribute their best. We encourage applications from individuals of every **background, culture, identity, ability and life experience**.
- Our aim is to make opportunities accessible, ensure decisions are fair and provide the resources each colleague needs to grow and succeed.
- By living our values and embracing **diversity**, practising **equity** and nurturing **inclusion**, we strengthen not only our business but also the partnerships and communities we serve.



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How to Apply

If you're excited to be part of a team that delivers exceptional travel experiences, we'd love to hear from you!

- Please send your **CV and cover letter** to global.recruitment@tourpartnergroup.com with the subject line: **Application for Event Manager with French – Your Name.**
- If you have any questions about the role, please contact **Bianca Chiru** at bianca.chiru@tourpartnergroup.com.

We look forward to welcoming you to the Tour Partner Group team!

www.tourpartnergroup.com

