



ACCOUNT MANAGER – JOB DESCRIPTION

Job Title: Account Manager – Events & Experiential (Automotive)

Location: Office based (Melton Mowbray) role when not on live events

Contract: Full-time, permanent (37.5 hrs/wk) Weekend work required (with TOIL)

Salary: £36,000 - £40,000 DOE, plus new business bonus

About Us

We're Woodcote Events - a growing automotive events and marketing agency specialising in live, experiential and roadshow activations. Our work is fast-paced, hands-on and people-focused. We work with exciting brands, delivering complex live events across the UK and Europe. We take huge pride in doing things properly.

We're at an important stage in our growth. Our client base and project portfolio are expanding, and we're looking for an experienced Account Manager who can take ownership of multiple client relationships, help us grow those accounts and play an important part in the next stage of Woodcote.

We're a small team, so this isn't a role where you'll sit above the detail. Everyone gets involved, everyone supports each other and, when an event goes live, we all roll up our sleeves.

The Role

We're looking for someone who is equally passionate about building great client relationships and delivering exceptional events.

You'll take responsibility for a portfolio of Woodcote clients, becoming their trusted day-to-day contact and ensuring their projects are managed professionally, creatively and commercially.

This isn't simply about delivering what a client asks for. We want someone who brings ideas to the table, challenges conventional thinking and has the confidence to suggest different approaches that genuinely improve the experience or outcome.

You'll also be hands-on in event delivery, managing projects from initial brief and proposal through to live execution, reconciliation and reporting.

Working closely with the Directors, you'll help develop existing accounts, recognise new opportunities and contribute to pitches and proposals, while supporting Woodcote's wider business objectives.

We're a small agency, so everyone gets involved. You'll need to be as comfortable leading a client meeting as you are getting stuck in on-site.



Key Responsibilities

Client & Account Management

- Manage a portfolio of client accounts, building strong, trusted and lasting relationships.
- Act as the main day-to-day contact, providing confident, professional and proactive communication.
- Understand each client's brand, business objectives and challenges to ensure our work delivers genuine value.
- Manage expectations, provide clear direction and confidently challenge clients when a different approach could achieve a better result.
- Identify opportunities to develop existing accounts and strengthen their relationship with Woodcote.
- Maintain excellent client service throughout every stage of a project.

Creative Thinking & Event Delivery

- Bring fresh ideas, creativity and practical solutions to client briefs, rather than simply repeating what's been done before.
- Manage multiple events and projects from concept and planning through to successful delivery.
- Develop and maintain project plans, timelines, budgets and critical paths.
- Source and manage venues, suppliers, event partners and freelance teams.
- Anticipate potential challenges, manage risks and resolve issues effectively.
- Lead live events across the UK and occasionally Europe, ensuring exceptional standards of delivery, safety and customer experience.
- Oversee post-event reporting, debriefs and recommendations for future improvements.

Commercial & Financial Management

- Prepare, manage and reconcile project budgets, maintaining accurate financial records.
- Monitor costs and profitability, making commercially sound decisions without compromising quality.
- Negotiate with suppliers and ensure value for money.
- Recognise opportunities to add value to existing client relationships.
- Support the Directors with new business opportunities, proposals, pitches and presentations.
- Contribute creative ideas and commercial insight to help secure new projects and clients.

Team & Agency

- Work closely with the Directors and wider Woodcote team to ensure projects run efficiently.
 - Brief, coordinate and manage freelance teams and external partners.
 - Provide guidance and support to junior colleagues where appropriate.
 - Manage your own workload, communicating priorities and resource requirements.
 - Share ideas and suggest improvements to the way we work.
 - Contribute positively to a collaborative, supportive and ambitious team culture.
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About You

You're an experienced Account Manager who enjoys building relationships, creating memorable experiences and seeing projects through from start to finish.

You're naturally organised, commercially minded and confident managing several clients and projects simultaneously. You understand that great client service isn't just about saying yes – it's about asking the right questions, offering considered advice and finding the best solution.

Creativity is important to us. We're not looking for someone who simply follows the herd. You'll have the imagination to think differently, the confidence to share your ideas and the practical understanding to turn them into something deliverable.

You'll also be someone who:

- Has exceptional attention to detail and takes pride in getting things right.
- Takes ownership, shows initiative and follows things through.
- Communicates confidently and builds rapport with people at all levels.
- Remains calm, practical and solutions-focused under pressure.
- Balances creative thinking with commercial awareness.
- Is comfortable making decisions and managing competing priorities.
- Enjoys working collaboratively and supporting others.
- Is adaptable, resourceful and happy to get stuck in when needed.

And because we're a small agency, job titles don't stop anyone making a cup of tea, moving a box or helping get an event over the line.

Skills & Experience

Essential

- Significant account management experience within an events, experiential, marketing or similar agency environment.
- Proven experience managing multiple client accounts and developing strong client relationships.
- End-to-end event or project management experience, including live delivery.
- Strong budget management skills and commercial understanding.
- Ability to develop creative ideas and translate them into practical, achievable proposals.
- Excellent written and verbal communication, organisation and attention to detail.
- Confident using Microsoft Office, particularly Excel.
- Full UK driving licence.
- Flexibility to travel and work weekends during the event season.

Desirable

- Experience within the automotive, motorcycle or motorsport industries.
 - Experience contributing to pitches, proposals and new business opportunities.
 - Experience delivering roadshows, launches, exhibitions, press events, hospitality or experiential activations.
 - Experience supporting or mentoring junior team members.
 - Relevant degree or equivalent professional experience.
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What We Offer

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- Salary of £36,000–£40,000 DOE.
- New business bonus scheme.
- Full-time, permanent position.
- 37.5-hour working week with hybrid working.
- Time off in lieu for qualifying weekend event work.
- 24 days' annual leave plus UK bank holidays, with additional holiday rewarded through long service.
- Opportunity to work with leading automotive and motorcycle brands.
- A varied role with genuine responsibility, creative input and opportunities to develop.
- A supportive, friendly team where your contribution makes a real difference.
- A culture built on high standards, trust, collaboration and enjoying what we do.

How To Apply

Please send your CV and a covering note telling us why you're interested in joining Woodcote, what appeals to you about the role, and why you would be a good fit for us.

Email your application to hello@woodcote-events.com

Closing date for applications is **Thursday 26th November 2026**.

We will respond to all applicants by Friday 4th December 2026. **Interviews will take place week com 7th December 2026.**

No recruitment agencies please – we're managing this one ourselves.