

## Events Consultant

### About Travel Places

Travel Places is a specialist travel management company with over 45 years of experience delivering bespoke travel solutions for the sports and media industries. We are trusted by some of the world's most high-profile teams, brands, athletes and production companies to manage complex travel logistics with precision, care, and discretion.

### Role Overview

Travel Places has an exciting opportunity for a travel consultant to join our busy Events team. Managing high-profile accounts, the suitable candidate will have previous experience of booking hotels and managing large scale events. You will be highly motivated with the ability to work independently and as part of a team and calm under pressure.

### Key Responsibilities

- Research, plan and coordinate comprehensive travel, accommodation and event arrangements for clients, ensuring all proposals meet their requirements.
- Liaise directly with clients, providing clear information, tailored recommendations and costings to support decision-making and secure bookings.
- Manage ongoing client communication through the designated inbox, ensuring timely responses, professional service and effective allocation of workload.
- Negotiate competitive rates with suppliers, venues and travel partners to secure the best value for clients while maintaining high-quality service standards.
- Oversee all administrative processes, maintaining accurate booking records and ensuring event invoicing, payments and financial reporting are completed promptly and correctly for the accounts team.

This role may involve some international travel to support clients onsite during the Event

### Experience and Qualifications

- Experience of using Microsoft 365 and Smartsheets.
- Previous experience in a similar role and large-scale accommodation management
- Understanding of the Sports Events industry would be preferable.

## Skills, Abilities and Personal Attributes

- The ability to compose written correspondence to a high standard & in line with Travel Places' policies & values.
- Excellent communication skills & telephone manner, with the ability to resolve issues or escalate as appropriate.
- A high level of personal & professional commitment, with a flexible approach & an ability to work using own initiative to tight deadlines & to meet the needs of the business.
- An understanding & willingness to be available outside normal working hours to assist clients & Directors.
- Highly motivated & able to manage own workload.

## What We Offer

- Competitive salary
- Hybrid office / Home working
- Health cashback and Employee Assistance programme
- Group personal pension scheme
- Cycle to work scheme
- Staff social and wellbeing events
- Opportunities for professional development
- A collaborative and passionate team environment

## How to Apply

If you feel you have the relevant skills, can work from our Worthing office, and are excited to join a respected travel brand supporting a variety of high-profile clients, we'd love to hear from you.

**Please send your CV and covering letter to [beckyt@travelplaces.co.uk](mailto:beckyt@travelplaces.co.uk) by Friday 10 April 2026.** We may close applications before the stated deadline if we receive enough suitable submissions. To ensure your application is considered, we recommend applying as early as possible. Please only apply if you are eligible to work in the UK.

Travel Places is an equal opportunities employer and provide an inclusive office environment where all employees can maximise their full potential to succeed based on their skills and talent. We therefore positively encourage applications from all suitably qualified and eligible job applicants.

