

Job Description and Person Specification

Job title	Events Manager (maternity cover)
Department	Membership Engagement Team
Salary and band	Band 3 £31,571 - £34,224 (PA, so will be pro rata for 10 months) – salary offered is dependent on experience
Reports to	Director of Membership and Marketing
Liaises with	All staff, members, venues, speakers, etc.
Hours/week	35 hours a week – we can consider part-time for the right candidate 10-month fixed term contract (Mid/end May 2020 → March 2020)
The FSRH	
<p>The Faculty of Sexual and Reproductive Healthcare is the largest UK professional membership organisation working at the heart of sexual and reproductive health, supporting healthcare professionals to deliver high quality care.</p> <p>We believe that access to quality sexual and reproductive healthcare (SRH) is a fundamental right. This is why we are working together with our 15,000+ members and partners to shape better sexual and reproductive health for all.</p> <p>We have just launched our new strategic plan for 2020 – 2025 – read more here: https://www.fsrh.org/about-us/fsrh-strategy/</p> <p>We have 26 staff and are based in our recently refurbished offices near London Bridge.</p>	
Purpose the role	
<p>The Events Manager (maternity cover) role is responsible for both the strategic development of the conferences and our presence at events and also the tactical delivery, as this is a standalone events role. The Events Manager also provides support to the FSRH Events Committee who help shape the programme for our main conferences.</p> <p>The FSRH currently produces two main two-day conferences per year; the Annual Scientific Meeting (20 & 21 April 2020) & Current Choices Conference (22 & 23 October 2020, London) plus exhibitions at both events. These conferences are the must attend events of the year for</p>	

doctors, GPs, nurses & allied healthcare professionals.

The two conferences showcase the latest clinical, evidence-based research, case studies & policy developments across the UK and bringing together an impressive range of national speakers, which are attended by circa 850 delegates in total. For these two conferences we work with an outsourced events company who provide logistical and administration support.

In addition to this, the FSRH works in partnership with a number of other organisations to produce joint conferences, as well as running a range of regional meetings, education and training events and having a presence at major sector conference as exhibitors or speakers.

We are looking for an organised, proactive, outgoing, confident and enthusiastic events professional. The Events Manager will need to be able to travel within the UK to attend and manage our events, including out of office hours travel.

We are looking for somebody to join mid-end of May 2020 for a handover with the current Events Manager. The contract will finish 10 months later.

Dimensions and limits of authority

Oversee and manage event budgets working with the FSRH's finance team.

Main duties and responsibilities

Event Management

- Working with FSRH Events Committee members to plan the content of our conferences
- Take responsibility for managing, planning and execution of all FSRH events. Duties include:
 - programme design and delivery
 - venue selection and logistics
 - sponsorship/exhibitor liaison
 - speaker liaison and briefings
 - post-event activity
 - working with events company (on ASM & Current Choices conferences)
- Take responsibility for managing FSRH's presence at third party events. Duties include:
 - Stream/speaker development/booking
 - booking exhibition space
 - set up and breakdown of the FSRH stand
 - 'manning' the stand during the day to help with delegate queries

Key stakeholder and third-party management

- Main point of contact for the FSRH Events Committee – duties include attending meetings, conducting desk research and managing programme development and liaising with committee members / speakers.

- Manage all relationships with third parties in relation to conferences and events. This includes event management agencies, designers, printers, venue contacts.

Partnership working

- Establish relationships with partnership organisations, and conference organisers. Key companies are the Royal College of General Practitioners (RCGP), the Royal College of Obstetricians and Gynaecologists (RCOG) & British Association for Sexual Health & HIV (BASHH).
- Ensuring that we have a presence at all key SRH sector events and that relationships with potential event partners are identified and nurtured.

Budget management

- Manage the events budget and provide regular feedback to Senior Management Team to ensure that all events are delivered to budget, and that all new budget requirements are factored into future plans.

Digital experience and knowledge

- Keep abreast of the latest digital innovations in relation to the delivery of events, ensuring that where possible and appropriate, the FSRH adopts a digital first approach when engaging with members and other key audiences.

Marketing and analytics / reporting

- Work closely with the internal marketing team to help them plan marketing activities for FSRH events and presence at third party events
- Analyse feedback and event data to inform future events strategy. Provide regular reports to the Director of Membership and Marketing, making recommendations for changes and improvements based on evidence.

Sponsorship management

- Develop relationships with sponsorship/exhibitors for our conferences.
- Account manage all relationships with sponsors and exhibitors to ensure that they see the value in working with the FSRH.

General duties of a FSRH employee

To feed into and support the improvement of processes and systems to support the continuous modernisation of the day-to-day operations of the Faculty.

To stand in for members of the membership team/other Faculty staff as required.

Person Specification

D = desirable, E = essential

Qualifications/Training
<ul style="list-style-type: none"> • Educated to A Level standard or equivalent (E) • Educated to Degree Level (D) • Professional event-management or marketing qualifications (D)
Previous experience
<ul style="list-style-type: none"> • Demonstrable experience of using online tools and learning platforms to deliver events. (E) • Demonstrable experience of working independently in an event role (E) • Experience of working in a professional body, healthcare or charity organisation (D) • Experience of planning and implementing a programme of events (E) • Experience of event management (including: event format, content, speakers, booking venues, on-site logistics, event collateral, and on-the-day management) (E) • Understanding of event marketing and promotion using social media campaigns, SEO techniques and direct marketing to increase member / audience engagement (D) • Experience of post-event analysis and follow up, audience engagement and reporting against KPIs (E) • Experience of updating websites (D)
Key skills/Attributes
<ul style="list-style-type: none"> • Excellent Microsoft Office skills (E) • Outstanding written communication skills (E) • Excellent organisational, prioritisation and time-management skills (E) • Great interpersonal skills (E) • Outstanding attention to detail (E) • Excellent cost negotiation skills, and the ability to derive value for money from contracts, venues and suppliers. (E) • Interest in SRH (D)



How to apply

Please share your CV and a covering letter (no more than 2 pages) to recruitment@dittonhr.co.uk

Your cover letter should outline:

- Why you are applying for the role
- How you meet the person specification criteria
- Your notice period
- Current salary
- Contact details: mobile telephone number & address
- Where you heard about the role

Deadline for applications is at 9am on Monday 23 March 2020.

Interviews will take place on Monday 6 April (morning) and Wednesday 8 April (afternoon) at FSRH's offices near London Bridge.

www.fsrh.org

This job description and person specification is a statement of requirements of the job at the time of writing. It should not be seen as precluding future changes after appointment to this role.
Last updated March 2020