

## Job Description and Person Specification

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|---|---|
| <b>Job title</b>  | Events Manager (maternity cover)  |
| <b>Department</b>   | <b>Membership Engagement Team</b>   |
| <b>Salary and band</b>  | Band 3<br><br>Starting salary from £31,887 (PA, so will be pro rata for 3.5/3 months) – salary offered is dependent on experience     |
| <b>Reports to</b>   | Director of Membership and Marketing  |
| <b>Liaises with</b>   | All staff, members, venues, speakers, etc.  |
| <b>Hours/week</b>   | 35 hours a week – we can consider 4 days for the right candidate<br><br>3/3.5 -month fixed term contract (January 2021 –> 7 May 2021) |
| <b>Location</b>   | Remote working, based in UK   |
| <b>The FSRH</b>   |   |
| <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: <a href="https://www.fsrh.org/about-us/fsrh-strategy/">https://www.fsrh.org/about-us/fsrh-strategy/</a></p> <p>We have 23 staff and are based in our recently refurbished offices near London Bridge but we are currently working remotely.</p> |   |
| <b>Purpose the role</b>   |   |
| <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>Due to social distancing/lockdown restrictions we have moved to virtual events. We need</p>   |   |

somebody to help set up and manage various online events delivering mainly on Zoom. We have a busy year planned and need somebody experienced who can hit the ground running (with a handover from the outgoing maternity cover) and who will provide a hand over once the job holder returns in early May 21.

We are looking for an organised, proactive, outgoing, confident and enthusiastic events professional with good technical skills. It is anticipated that most events during the period of this contract will be virtual, if any are in person (in line with social distance guidelines) we'd need the person in this role to travel to them within the UK.

We are looking for somebody to join asap and the contract is due to end on Friday 7 May 2021.

The FSRH has offices at London Bridge, but we are all working from home. It is unlikely we'll return to them during the period of this contract, so this role will be delivered remotely.

#### **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 our autumn conference)
- Take responsibility for managing FSRH's presence at third party events. Duties include:
  - Stream/speaker development/booking

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



### **How to apply**

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

Your cover letter should outline:

- How you meet the person specification criteria
- Your experience of online event delivery
- Your availability and preference number of days
- Contact details: mobile telephone number & address
- Where you heard about the role

**We are looking to recruit this role asap, so please contact our HR agency asap if you would like to apply. Interviews will be over Zoom.**

[www.fsrh.org](http://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 January 2021.