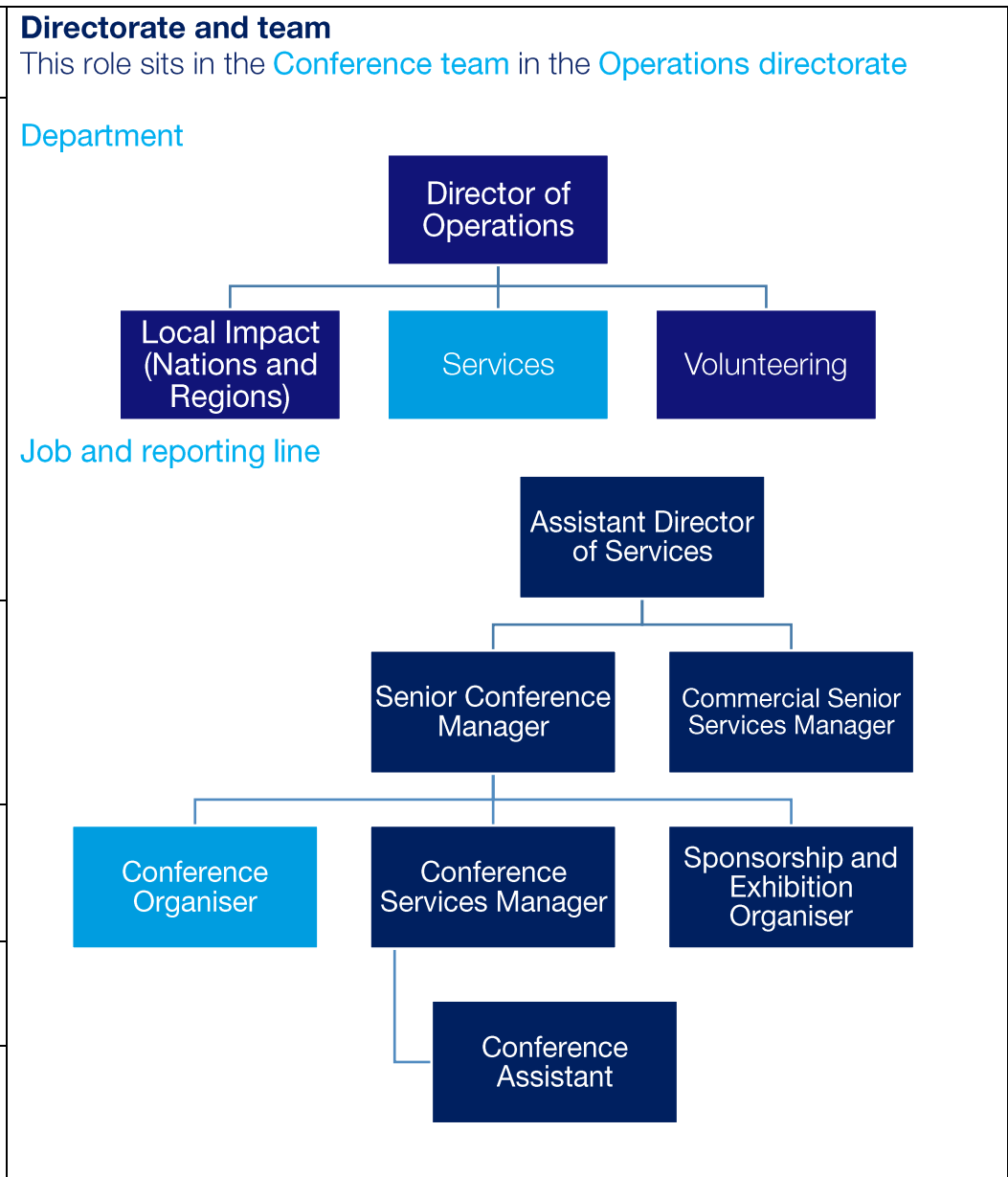


<p><b>Job Title</b> Conference Organiser (Maternity cover)</p>
<p><b>Key focus of the role</b> The Diabetes UK Conference team work to deliver a leading annual healthcare professional conference which educates attendees on the latest developments and research in the field of diabetes. The role will work with the Senior Conference Manager to project manage and deliver a range of high quality events for professional and/or public audiences as part of Diabetes UK's conference portfolio. The main focus for the role will be the planning and delivery of our flagship professional conference, liaising with members of the programme committee and high-profile speakers to help compile the conference programme. You will lead on the delivery of designated elements of the conference and also project manage any agreed own events.</p> <p>The role requires close co-operation with the Senior Conference Manager, other members of the Conference team and a number of key teams across the charity including marketing and communication.</p>
<p><b>Key deliverables</b></p> <ul style="list-style-type: none"> <li>▪ Managing conference programme</li> <li>▪ Lead on relationship management of the Professional Conference Organising Committee (PCOC)</li> <li>▪ Liaising and supporting conference speakers</li> <li>▪ Oversight of marketing plan</li> </ul>
<p><b>Contractual information</b></p> <ul style="list-style-type: none"> <li>▪ <b>Contract type:</b> 1 year FTC (maternity cover)</li> <li>▪ <b>Hours:</b> 35 (full-time)</li> <li>▪ <b>Pay range:</b> Band 6</li> </ul>
<p><b>Key working relationships internal</b> Conference team, Finance team, Marketing/Communications team, Digital and Creative teams, Healthcare Engagement team</p>
<p><b>Key working relationships external</b> Professional Conference Organising Committee, speakers, conference suppliers and subcontractors including venue, online conference platforms and production/registration suppliers.</p>



All jobs at Diabetes UK are based on our competency framework called the **What-How Framework**. In the following sections we've listed:

- the key activities you'll undertake (**the What**) and
- the skills, knowledge, experience and behaviours you need to be successful in this role (**the How**).

**Key activities – What you need to do**

Managing resources	Collaborating with colleagues	Communicating with others	Building external relationships
<p>1. Support the delivery of all events in the Conference team portfolio as required, including involvement in activities and plans to further develop professional conferences for healthcare professionals working in diabetes</p> <p>2. Support the Senior Conference Manager in being the primary point of contact with the venue and manage the day to day planning aspects of the events to include logistics, room allocation, catering requirements any other necessary services.</p> <p>3. Lead on the development and maintenance of the event website.</p> <p>4. Plan and deliver social events linked to the programme/speakers, including venue selection, planning, entertainment, decoration, budget and onsite delivery.</p>	<p>5. Work with the wider conference team to ensure that deliverables are met, keeping registrations and programme accurate as well as ensuring relevant updates across all platforms</p> <p>6. Work with other internal Diabetes UK teams to bring together elements of the conference and its programme.</p> <p>7. Liaise with the Creative Services team to develop a production schedule for each event and lead on relevant production of event collateral through to completion.</p> <p>8. Create and deliver individual marketing plans for conferences alongside your Manager and Marketing team, working with the Database team to identify and develop mailing data and analyse attendance data for marketing purposes.</p>	<p>9. Liaise with and formally invite senior level conference speakers, chairs, workshop presenters and activity leaders and special guests. Manage their accommodation, registration, audio-visual or other requirements and act as their primary contact both pre-event and onsite</p> <p>10. Communicate regularly with internal colleagues to ensure they are updated and work is progressing.</p> <p>11. To be present (or on-call where appropriate) for the duration of an identified number of events and be prepared to manage issues should they arise.</p>	<p>12. Lead on relationship management of the Professional Conference Organising Committee (PCOC) by acting as their day-to-day contact, supporting the chair during committee meetings, taking minutes and being responsible for the implementation of actions agreed</p> <p>13. Develop relationships with external suppliers including venue, AV producers and online platforms.</p> <p>14. Develop positive working relationships with external organising committee, speakers and chairs ensuring flexibility is given and high-standard service is provided.</p>

**Skills, knowledge, experience and behaviours – How you need to do it**

Managing resources	Collaborating with colleagues	Communicating with others	Building external relationships
<ol style="list-style-type: none"> <li>1. Manage a busy workload with many competing deadlines while remaining calm and focused.</li> <li>2. Demonstrate the ability to be highly organised and efficient with excellent attention to detail.</li> <li>3. Fully competent in Microsoft Office, including Word, Excel and PowerPoint and have event management system experience, or CRM experience.</li> <li>4. Be available for occasional out of hours and weekend working.</li> <li>5. Developing promotional marketing and event information materials, both print and digital</li> <li>6. Produce delegate evaluation forms, conduct data analysis and collate results in an evaluation report to be used internally and externally.</li> </ol>	<ol style="list-style-type: none"> <li>7. Work as an effective team member, showing flexibility and a willingness to collaborate to get the job done.</li> <li>8. Participate in meetings as required.</li> </ol>	<ol style="list-style-type: none"> <li>9. Demonstrate excellent written and oral communication skills with the ability to interact with a wide range of people using different tone/approach as required.</li> <li>10. Foster trust and respect in relationships with the organising committee, speakers, chairs and VIPs</li> </ol>	<ol style="list-style-type: none"> <li>11. Be solution focused and self-motivated to meet the needs of programme contributors.</li> <li>12. Build and manage professional and effective relationships</li> </ol> <p>Experience of providing an excellent level of customer service to event participants/speakers/suppliers.</p>
<p><b>Qualifications – Qualifications you need to carry out this role</b></p>			
<p>N/A</p>			