DiABETES UK
KNOW DIABETES. FIGHT DIABETES.

Job Title

Conference Delivery and Sponsorship Manager

Key focus of the role

The Diabetes UK Conference team works to deliver a leading annual healthcare professional conference which educates attendees on the latest developments and research in the field of diabetes, plus a series of smaller conferences throughout the year.

Reporting to the Head of Innovation and Support Services, the Conference Delivery and Sponsorship Manager provides leadership and direction for the strategic development of the Diabetes UK conference programme (virtual, hybrid and face-to-face). They oversee the operational delivery and logistics of all events ensuring activities are clearly aligned, meet the overall objectives of the programme and ensure competing deadlines are managed. They also lead the development and delivery of key corporate partnerships to ensure the profitability of the conference programme.

Key deliverables

- Lead the conference team and oversee the delivery of a high-quality series of conferences and events.
- Take ownership of the governance and compliance of the conference series, in line with Charity and medicare industry standards
- Manage key relationships both internally within Diabetes UK and externally with high-value corporate sponsors, destinations and suppliers.

Contractual information

- Contract type: Fixed Term Contract (1 Year)
- Hours: 35 hours (full-time)
- Pay range: Band 4

Key working relationships internal

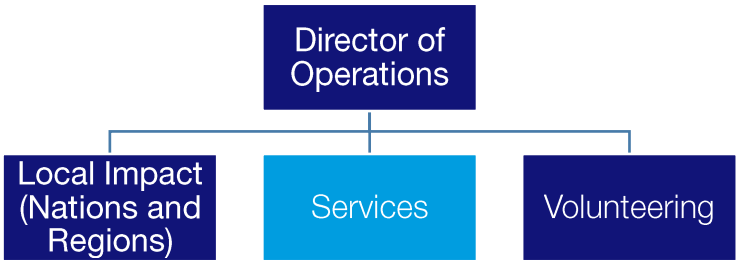
Conference Team, Operations Directorate, Communications Directorate, Finance Team, Legal Team, Conference Steering Committee.

Key working relationships external

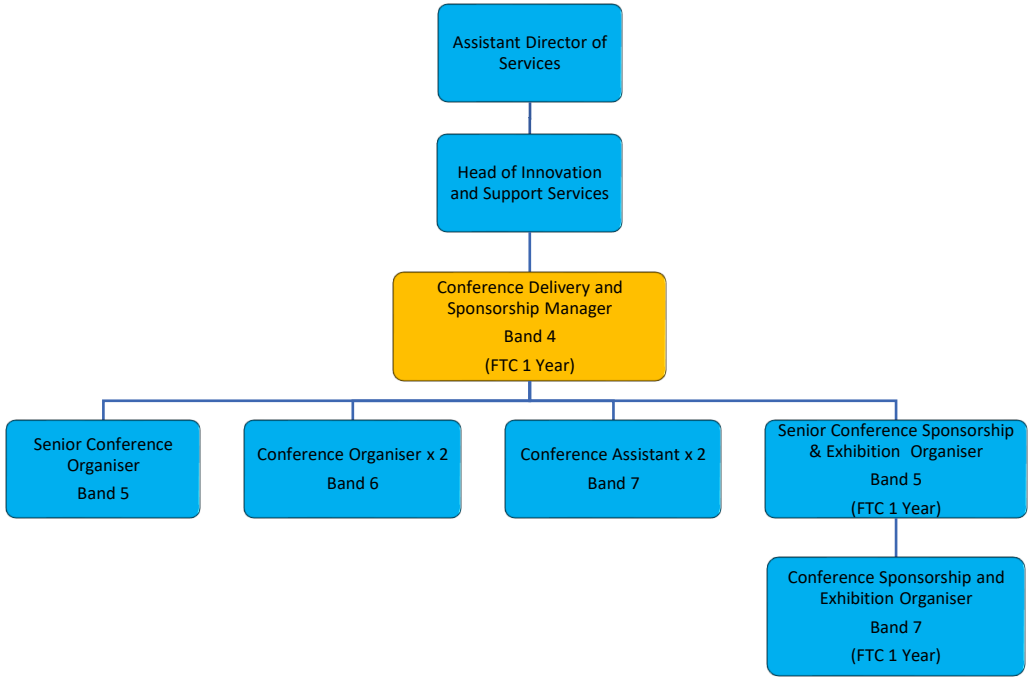
High value Pharma and MedTech supporters, UK Destinations, Suppliers

Directorate and team

This role sits in the Conference team in the Operations directorate Department



Job and reporting line



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
1. Be responsible for the overall strategic direction and successful delivery of the Diabetes UK conference programme. 2. Line manage the Conference and Sponsorship/Exhibition staff and provide coaching and support to allow each team member to maximise their abilities. 3. Oversee the event management and logistics of all events (virtual, hybrid and face-to-face) providing advice, guidance and direction where necessary. 4. Be accountable for health and safety, risk management and contract management ensuring full compliance with Diabetes UK procedures and relevant Pharma and MedTech codes. 5. Lead the evaluation of events, driving forward continuous improvement and using this information to inform strategic planning of future events	6. Be an active and constructive member of the Diabetes UK Services Leadership Team, providing insight, expertise and support, contributing to the delivery of the strategy and vision of the charity. 7. Engage the Conference Steering Committee to ensure the support of the charity's senior leaders and keep them informed of progress and provide assurances through the governance framework that risks are managed, contingency plans are in place and compliance requirements are met. 8. Work closely with key teams in MarComms to ensure that conference marketing and creative needs are prioritised annually 9. Work closely with colleagues in the Finance and Legal teams to manage high value contracts.	11. Identify and maintain relationships with all Diabetes UK colleagues who input into, or are affected by the conference and engage them in the annual planning process 12. Provide monthly update reports to the Assistant Director of Services on progress including registration numbers, sponsorship and exhibition sales and any other relevant details. 13. Actively ensure key milestones and timelines are communicated to all internal teams who contribute to the success of the conferences in good time and in a clear, transparent manner. 14. Advocate for the Conference Team on an organisational level to ensure sufficient priority is given to conference resource requirments	15. Maintain warm relationships with high value sponsors and exhibitors and support the Senior Conference Sponsorship & Exhibition Organiser to develop an attractive Sponsorship and Exhibition Prospectus annually. 16. Develop and maintain relationships with key destination convention bureaux, event technology companies and other key suppliers including on-site registration services, AV producers and online platforms. 17. Lead on negotiations for future year destinations and venues, including, contrating and subvention.

	10. Consider including additional events that may be requested into the team plan, once they are strategically relevant and appropriate resources are avaliable.		

Skills, knowledge, experience and behaviours – <u>How</u> you need to do it

Managing resources	Collaborating with colleagues	Communicating with others	Building external relationships
1. Oversee and manage the work of the team in a clear and proactive way to track progress on all agreed deliverable outcomes. 2. Demonstrate the ability to be highly organised and efficient with excellent attention to detail and an ability to delegate appropriately. 3. Set ambitious but achievable budgets and sales targets for each event in collaboration with the lead Organiser and Finance Team and be accountable for delivery within these agreed parameters. 4. Significant experience in Conference Management, ideally in an Assocation/not-for Profit or Research Conference role, with a proven track record of delivering large scale events.	5. Be an assertive and effective leader, showing flexibility and a willingness to collaborate to get the job done. 6. Experience of managing and motivating a team of people with the ability to raise levels of performance and build capability. 7. Proactively collaborate with colleagues across the charity to align conference timescales with wider charity priorities to allow sufficient time for planning and resourcing. 8. Be a strategic thinker with the ability to develop and execute team strategy whilst also contributing to broader organisational strategy development.	9. Demonstrate excellent communication skills with the ability to build highly effective relationships and persuade and influence both internal and external stakeholders at a senior level. 10. Foster trust and respect in relationships with colleagues by being proactive, clear and transparent at all times.	11. Foster warm relationships with existing sponsors, being open and responsive to their commercial requirements without compromising the scientific integrity of event programmes 12. Be an active participant in the Conference industry, attending networking and educational events to ensure up to date knowledge of trends and maintain warm relationships with current points of contact in key supplier organisations.

Qualifications – Qualifications you need to carry out this role
Understanding of the ABPI/MedTech regulations