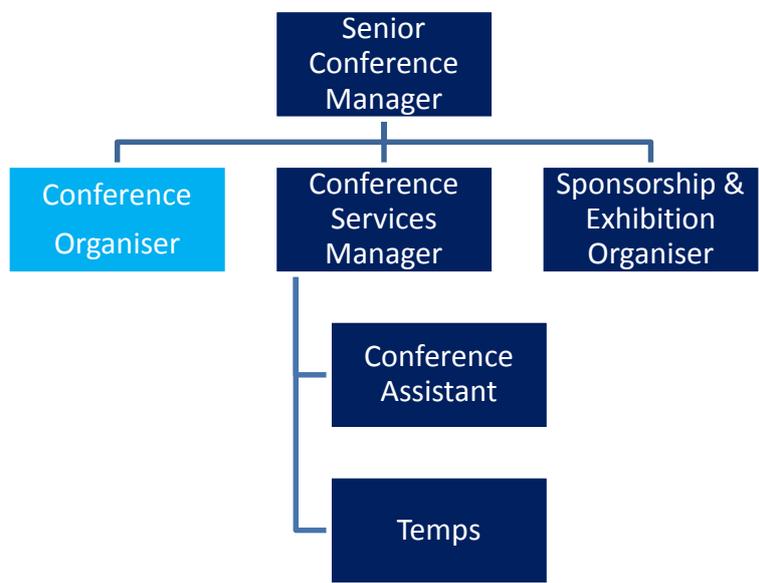


Conference Organiser

DIRECTORATE:	Operations
SECTION:	Conference team
REPORTING TO:	Senior Conference Manager
CONTRACT:	One year contract (Maternity cover)



WORKING RELATIONSHIPS:

Inside Diabetes UK
Conference team, Regional Heads, National Directors, Marketing, Digital and Creative teams, fundraising teams, care advisors, healthcare professional engagement team, finance team
Outside Diabetes UK
Professional Conference Organising Committee, speakers, venue, suppliers, subcontractors and event participants

OVERALL PURPOSE OF THE JOB

To work with and support the Senior Conference Manager to project manage a portfolio of high quality events for professional and public audiences which form part of the Diabetes UK conference programme. The role will focus on 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 your own events.

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.

MAIN DUTIES AND RESPONSIBILITIES:

- 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
- Lead on the planning and delivery of specified events within the Conference team portfolio under the direction of the Senior Conference Manager. Deliver budget and proposals for allocated events and ensure all projects are delivered to target
- Lead on the planning and delivery of social events linked to the conference, including venue selection, planning, entertainment, decoration and onsite delivery
- Support the Senior Conference Manager to research, source and select suitable event venues that are in budget, ensuring appropriate standards of health and safety and safeguarding are adhered to, including the completion of risk assessments and confirmation of adequate insurance cover for planned activities
- 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
- Lead on volunteer recruitment for events where applicable, compile and manage the volunteer rota, ensuring that volunteers meet recruitment requirements and are properly briefed for their role
- 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.
- Create and deliver individual marketing plans for conferences alongside the Senior Conference Manager and Marketing team, working with the Database team to identify and develop mailing data and analyse attendance data for marketing purposes
- Liaise with the Creative Services team to develop a production schedule for each event and lead on production of event collateral through to completion
- Lead on the development and maintenance of the event website
- Produce delegate evaluation forms, conduct data analysis and collate results in an evaluation report to be used internally and externally
- 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
- 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.

PERSON SPECIFICATION:

The best person for this job will be able to:

- Manage a busy workload with many competing deadlines while remaining calm and focused
- Build and manage professional and effective relationships with high level speakers and committee members
- Provide an excellent level of customer service to these speakers, event participants and all other stakeholders
- Demonstrate excellent written and oral communication skills with the ability to interact effectively with a wide range of people
- Work as an effective team member, showing flexibility and a willingness to collaborate with others to get the job done

The best person for this job will have experience in:

- Experience in Conference and/or Event management based co-ordination
- Execution of association/healthcare/not for profit conferences
- Working with contractors and venues
- Developing promotional marketing and event information materials, both print and digital

The best person for this job will be:

- Educated to degree level or equivalent work experience
- Highly organised and efficient with strong organisational skills and excellent attention to detail
- Solution focused, self-motivated and adaptable
- Fully competent in Microsoft Office, including Word, Excel and PowerPoint and event related platforms
- Be available for occasional out of hours and weekend working