|  |  |  |
| --- | --- | --- |
| **JOB TITLE:** | | Events & Conference Organiser |
| **DEPARTMENT:** | | Science and Innovation |
| **JOB HOLDER:** | | N/A |
| **REPORTS TO (JOB TITLE):** | | Conferences Manager |
| **JOB PURPOSE**  *This is a summary, in a few sentences/bullet points, of the overall contribution this job makes to the Institute of Physics (IOP)*  To ensure the smooth, timely and cost effective organisation of allocated conferences and meetings. | | |
| **ORGANISATIONAL STRUCTURE** | | |
| **CONTEXT**  *This briefly sets out the necessary background, including the department’s purpose, to understand how the job fits into the organisation and how it relates to other functions or jobs in the organisation*  **The department’s purpose**  The Science and Innovation Department is responsible for:   * Conference and event management for IOP groups and members * Managing the administration of Institute’s Group Advising trustees on procedural and constitutional issues. * Supporting the development and promotion of Innovation, Business and Industry. * Championing the greater joining up of the Institute’s work with the Higher Education and Business communities * Co-ordinating resources and capability across the STEM community   The Conferences Department supports the activities of the Institute’s groups by providing a free and professional conference organising service. The department organises one day meetings and workshops as well as residential conferences so the successful applicant must be willing to travel and stay away from home as required.  The majority of the department’s events are organised in the UK and Ireland, and the number of events and participants at each varies year on year.  **The job’s context**  The Events & Conferences Organiser organises multi-day residential conferences and one-day meetings as allocated for the IOP’s subject groups. The Events & Conferences Organiser is responsible for organising the organisation of the event from start to finish and ensuring the expectations of the scientific organiser or committee are met. This role also organises exhibitions and finalises sponsorship agreements. | | |
| **TASKS & ACCOUNTABILITIES**  *A list of 6 – 12 statements identifying the principal outputs required of the job, which integrate to achieve the purpose of the job.* | | |
| 1 | To organise multi-day conferences, and one-day meetings, as allocated. The following list of duties is not exhaustive but should normally include:   * Liaison with Organising and Programme Committees and other organisers, including Group Committees * Liaison with invited speakers and guests * Preparing and working to the conference budget * Venue searching and negotiation * Managing event logistics (i.e. booking and handling all arrangements with venues and service contractors and handling accommodation) * To be responsible for creating and maintaining the website for each event in addition to promoting the event as required, electronic marketing and otherwise * Working with appropriate staff in London and Bristol to co-ordinate the design and production of all promotional materials for the conference * Working with organisers and appropriate staff to create effective marketing and publicity strategies * Using the Department’s standard abstract handling software * Cataloguing of submitted papers and production, with the programme chair, of interim and final programme * Organisation of associated exhibitions, liaison with exhibitors, preparation of exhibition materials and off-site management of exhibitions * Working with organisers and appropriate staff to identify sponsorship opportunities and administering these arrangements * Ensuring the event is set up correctly on the database to ensure the smooth processing of registrations and confirmation letters * Co-ordinating the production of participant badges and personalised document folders/envelopes * Effective delegation where necessary to temporary staff * Off-site management of the conference and including briefing and supervising all staff working at the event * Assisting with the preparation of proceedings, or other paper or electronic records, arising from the conference | |
| 2 | To deal with written and telephone enquiries relating to all forthcoming conferences and meetings organised by the department | |
| 3 | To supervise temporary staff, in the office and off-site, as appropriate | |
| 4 | Overnight stays will be required, circa thirty in total | |

|  |
| --- |
| **SCOPE OF DECISION MAKING / CHALLENGES**  *A summary, of no more than the 4 key main decisions/challenges the post holder may face in carrying out the accountabilities of this job.*   * Skilfully managing the expectations of the scientific/committee organisers so that he/she appreciates that his/her event is one of many, but will nevertheless receive appropriate attention * Ensuring an event is delivered on time and to budget, while keeping in mind the budget is subject to fluctuations as it is dependent upon the number of full-fee-paying attendees that are booked on to the event. Budgets are up to a maximum of circa £250K * Managing successfully the deadlines of scheduled and unscheduled tasks that impact upon the quality of service delivered to organisers * Appropriately promoting each event as required |
| **DIMENSIONS**  *A summary of any numerical facts and figures that are relevant to illustrate the scale of the role e.g.*   * *People management – number of direct line reports, function managed, who the post holder reports to* * *Annualised financial data – costs/orders/sales/revenue budgets and different currencies used if applicable* * *Other relevant statistics – projects managed* * The Events & Conferences Organiser has no direct line reports and reports in to the Conferences Manager * Has no authority to sign off invoices |
| **KNOWLEDGE, SKILLS & EXPERIENCE**  *The below are the skills, qualifications, membership requirements and experiences that are* ***necessary*** *for full and effective performance of this role unless otherwise stated*  **Skills**   * Team player – the ability to work co-operatively with others to achieve common goals * Negotiation skills – the capability to explore different positions and alternatives to reach outcomes that gain acceptance of all parties * Influencing skills - the ability to bring others to your way of thinking diplomatically * Proactive – to think ahead and act to ensure the smooth completion of team / individual aims and objectives * Dependable – able to complete tasks to high standard and to deadline * Organisational skills - ability to work with minimum supervision, prioritise workload, and handle multiple tasks * Computer literate - good working knowledge of Microsoft Office and excel * The ability to proof read and edit text * Interpersonal skills – ability to positively communicate with others; the confidence to listen and understand * Good organisation and project management skills.   **Qualifications / Membership requirements**   * G.C.S.E. English and Math’s grade C or above, or equivalent * Educated to A’ Level standard, or equivalent   **Experiences**   * Experience of organising events / residential conferences in a similar field or sector, including liaising with venues and budget management |
| **COMPETENCIES**  *The behaviours that must be demonstrated in the job.*   * Drive for results – Can be counted on to meet or exceed goals successfully * Managing and measuring work – Takes responsibility for tasks and decisions * Customer focus – Is dedicated to meeting the expectations and requirements of internal and external customers / partners * Functional/technical skills - Has the functional and technical knowledge and skills to do the job at a high level of accomplishment * Personal learning - Picks up on the need to change personal, interpersonal, and where applicable managerial behaviour quickly |