

## Job description

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<b>Job title:</b>	<b>Events and Corporate Engagement Manager</b>
<b>Accountable to:</b>	Director of Events and Training
<b>Direct Reports:</b>	Conference and Event Planners
<b>Overview of role:</b>	Operational management and development of Congress, BSI events and meetings and regional groups.
<b>Location:</b>	Working from home with office space in London available two days a week. Occasional travel is required
<b>Salary Band:</b>	£46k - £50k
<b>Hours:</b>	Full Time, 35 hours per week

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### About the BSI

The British Society for Immunology (BSI) is a dynamic membership organisation and learned society, with a mission to drive scientific discovery and make a positive impact on health. With over 4,300 members and a remit across academia, industry, and healthcare in the UK and globally, we run many valuable initiatives, to connect our community, champion career development for our members and to catalyse change for the benefit of research, clinical delivery, and public health.

The BSI is an influential and authoritative voice for immunology, a key scientific and health field that plays a central role in many of the most pressing global health challenges we face, including research into the COVID-19 pandemic, developing new treatments and vaccines, which have saved many millions of lives, and supporting ageing populations to experience healthier lives for longer. Now is an exciting time for immunology, which is seeing new therapies (such as novel vaccines and cancer immunotherapies) come into the clinic to improve patient health.

The BSI undertakes a range of activities in support of members, including delivering an extensive programme of innovative meetings and events, promoting and disseminating research and good practice in immunology, translational medicine and vaccination, and engaging with learned societies and other partners in pursuit of shared goals. The BSI has a network of over 30 Regional and Affinity groups (based on location or topic) holding regular seminars and talks.

Driven by our values and behaviours, we are a high-performing, forward-thinking and solution-focussed organisation. We value teamwork and actively seek other opinions to ensure we can deliver to the highest standard as well as commit to reflecting upon our work to ensure a continual improvement culture. We welcome applications from individuals who are inspired by our values and behaviours.

## **Scope and purpose of the role**

To manage the delivery of BSI conferences, meetings and events, both virtual and face to face, including the Society's flagship event, Congress. To also support the Director of Events and Training on the strategic development of the BSI's event programmes to ensure that all events continue to meet the needs of their respective communities to share and promote innovation in immunology, and contribute to growing and maintaining the Society's profile, reputation, and revenue.

The role also involves the management of the Regional and Affinity Groups and support of the strategic planning of the Groups event activity to ensure they are engaging and educational, provide good UK-wide representation and reach, as well as drive revenue opportunities through sponsorship, exhibition and registration.

Build and maintain strong relationships with industry stakeholders and corporate members. Assist in securing new corporate members through the development and management of the corporate membership offer and drive exhibition and sponsorship sales for all relevant BSI activity.

In addition, the role holder is expected to actively support the Director of Events and Training and the senior team to meet strategic objectives, advising on and developing new partnerships, contributing to revenue growth and diversification, and mitigating risks under their control

## **Specific duties and responsibilities**

### **Delivery of the Society's Congress.**

- In collaboration with the Director of Events and Training, the BSI Congress Secretary and other relevant stakeholders, develop and implement the Society's Congress and events activities to:
  - Plan, manage and deliver the annual Congress to a high standard and to success criteria as specified by the CEO and Director of Events and Training and with the support of the Conference and Events Planners. Collaborate with the BSI Congress Secretary and Congress Committee to manage planning and delivery of the event, including both the scientific and social programme, on time and within budget.
  - Support and manage the Conference and Events Planners to ensure the full operational delivery of the congress, including all logistics, registration and abstract management, and speaker, sponsorship and exhibition management and ensure all are planned and executed to the defined standards of quality, budgets and timelines.
  - Generate income through corporate partnerships, sponsorships, advertising and sale of exhibition space at Congress. Responsibility includes development of creative sponsorship packages and production of a full Exhibition and Sponsorship Prospectus.
  - Deliver the Congress budget and ensure a return on investment through defined key measures.
  - Work with the Marketing Team to ensure effective and timely communications before and after Congress and ensure the website content is delivering key messages and headlines.
  - Manage the scheduling, planning, agenda and papers for Congress Committee meetings.

### **Management of the Society's other events**

- Oversee the planning and deliver of the Society's other events. Advise and liaise with the Director of Events and Training on any other event or meeting opportunities
- Lead on the BSI's involvement in international meetings such as ECI and IUIS, ensuring that there is good timetabling of plans for these activities and explore and deliver on other commercial or event-related opportunities.
- Use insights and data to develop and deliver-new events, enhancing attendee engagement and experience and drive growth, including income.

### **Regional and Affinity Groups**

- Develop and implement plans for the running of meetings for our Regional and Affinity Groups, liaising with the BSI Groups Secretary, as needed, to ensure the events meet the scientific and career needs of the Groups.
- Prepare and manage the annual calendar of meetings, working with the Director of Events and Training on budgets.
- Lead on delivering the programme of Group meetings in line with the annual business plan and within budget
- Advise the Director of Events and Training on opportunities for development of the Groups to ensure we meet our mission.

### **Partnership, marketing and sponsorship**

- Work with the Marketing Team to ensure that all BSI events and meetings are properly and appropriated marketed to the right audiences.
- Identify sponsorship opportunities and secure corporate support for Congress and other meetings, with a standardised approach that is professional and relevant for our market.
- Support the Director of Events and Training and other staff members in the development of wider partnerships to support our mission (eg with other societies that may host meetings and may need immunological input).
- Develop sales opportunities and drive income where possible and relevant.

### **Management responsibilities**

- To manage and develop effective Conference and Events Planners, supporting and developing them to ensure they reach their individual and team objectives.
- Work effectively to support the Director of Events and Training to develop and deliver the BSI's strategy.

## **Person specification**

### **Education and experience**

#### ***Essential***

- Graduate or equivalent
- Significant proven experience of events planning, execution and management
- Budget management experience
- Experience of engaging with companies, sponsors, exhibitors to secure income
- Experience of working with committees
- Strong level of IT literacy and knowledge of the latest developments in technology/online tools relevant to events
- Experience of line management including a proven track record of coaching and developing staff
- Experience of working with a wide variety of partners to build productive relationships

#### ***Desirable***

- Knowledge of membership organisations and learned societies

### **Skills and capabilities**

#### ***Essential***

- Excellent written and verbal communication skills with the ability to communicate effectively to diverse audiences
- Excellent interpersonal skills, with ability to build relationships across organisation and with other stakeholders
- Strong project management and organisational skills
- Ability to manage multiple projects at one time
- Highly developed negotiating and influencing skills, with the ability to pick up on stakeholders' sensitivities
- Ability to identify and manage risk
- Business awareness with ability to use your insight to champion our cause and input
- Ability to understand complex subjects, problem solve and to construct persuasive arguments
- Ability to work autonomously without supervision, making decisions or requesting managerial support as appropriate
- Demonstrates positive and collaborative attitude across all aspects of work

## BSI Values and Behaviours

The BSI is committed to the following values and behaviours. We welcome applications from individuals who are inspired by them.

We are:

**Ambitious and committed**  
**Evidence-based and responsible**  
**Collaborative and inclusive**  
**Agile and energetic**

### **Ambitious and committed**

Solution focussed  
High performing  
Forward thinking  
Determined  
Driven  
Realistic

### **Evidence-based and responsible**

Promoting science  
Creating a platform for experts  
Championing immunology  
Act with integrity  
Reflect and learn  
Rigorous

### **Collaborative and inclusive**

Compassionate and supportive  
Fostering new partnerships  
Valuing and seeking opinions  
Open minded  
Respecting and promote diversity  
Communicate clearly

### **Agile and energetic**

Courageous  
Acting decisively  
Flexible  
Proactive  
Enthusiastic  
Empowering