

## Job description

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**Job title:** Events Organiser

**Accountable to:** Deputy Chief Executive

**Overview of role:** The Events Organiser will play a central role in supporting the deputy CEO to deliver the flagship annual event, Congress, and support other meetings. The role is ideally suited to an intelligent and organised individual with demonstrable events experience who is looking to gain experience in the science or health sectors

**Location:** BSI Offices, Red Lion Square, London, WC1R 4SG

**Salary:** £26,000 to £30,000 depending on experience (pro rata)

**Hours:** Part time - 0.6 FTE (3 days)  
Fixed Term Contract – 18 months

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The British Society is the largest immunology society in Europe. Our main objective is to promote and support excellence in research, scholarship and clinical practice in immunology for the benefit of human and animal health. To meet this objective, we undertake 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.

Main duties of the role:

**CONGRESS:**

- Delegate and speaker management:
  - Communications: inviting and collating session proposals/calls for abstracts/registration information
  - Speaker liaison: managing effective communications, coordinating travel & accommodation, processing bios & abstracts, and providing a 'concierge' service as required
- Venue:
  - Management of Congress venue and other Congress facilities
  - Negotiation of competitive rates
  - Management of catering requirements, session room and Congress room requirements, and liaison with designated hotels
  - Management of equipment and furniture requirements

- Management and production of logistical and directional signposting within and outside the venue
- Health and safety issues within the venue
- Graphic Design & Printing:
  - Control, supervision and delivery of all printed material including badges, programme, abstract book, signage and delegate lists
  - Design and production of signage in line with the Congress brand
  - Production of power point slides for awards, where appropriate
- Scientific Programme Management:
  - Development of online system for the submission and review of abstracts
  - Production of the full scientific programme, including the abstract programme in print/online as required
  - Set up and management of all poster sessions on-site
  - Application and coordination of CME/CPD accreditation
  - Attend Congress Committee meetings, liaise with members and support the development of the scientific programme
- Sponsorship & Exhibition:
  - Work closely with the (outsourced) Sponsorship & Exhibition team to ensure targets are reached
  - Oversee delivery of onsite logistics and exhibition management
- Engagement and management of on-site Congress personnel:
  - Arranging for a full registration team and secretariat; to include computer and communications team and equipment, hospitality and information desks
  - Ensuring that all staff and technicians are fully-trained and briefed adequately
- Technical Arrangements:
  - Working with the on-site team to arrange all technical requirements for session halls/site, to include audiovisual services, screens, internet and email services, rental of relevant equipment, and set-up of speaker preview room
- Budget management:
  - Working with the Deputy CEO to prepare and update the budget
  - Final Congress report and analysis
- Website and marketing:
  - Copywriting and production of publicity materials
  - Working with communications team to develop Congress website

**OTHER:**

- Supporting the Deputy CEO in the further development of the events and meetings programme, working with both UK and international partners
- Supporting the Regional & Affinity Groups network with their meetings and seminar programme
- Attending relevant meetings or events, representing the organisation when required

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**Working arrangements**

This role is office based unless working on site at events as required. Please note that occasional

overnight stays may be required; in particular, you must be available for the duration of Congress, which will require a residential stay from 4-8 December 2017 in Brighton.

### Person specification

Essential skills and experience – see also required competencies

- At least two years' experience in an events organisation/management role
- Experience helping to organise conferences with a relevant proven track record of delivery
- Able to show a broad understanding of academic/scientific organisations
- Willingness to work occasional evenings and weekends, with travel within the UK and overseas as required
- Ability to identify priorities, manage multiple responsibilities, and meet deadlines
- Ability to spend within budgets
- Experience of customer service provision
- Strong level of IT literacy (proficiency in MS Office)
- Strong communication skills

Desirable skills and experience

- Experience managing abstracts systems and poster sessions

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### Competencies

Competency	Definition	Expanded Definition
Understands our Business	Knows the fundamentals of the organisation	<ul style="list-style-type: none"> <li>• Demonstrates understanding of how own role and team contribute to the business area objectives.</li> <li>• Enhances understanding about the Society and has an appreciation of current issues in immunology and how these may feed into the meetings programme</li> <li>• Suggests ways to control costs and to improve delivery of meetings and events</li> </ul>
Takes Accountability	Sets and achieves stretch objectives	<ul style="list-style-type: none"> <li>• Clarifies assignments for understanding and develops short-term plans for day to day work, meeting set goals and enhancing own performance</li> <li>• Tracks and measures work deliverables against a personal standard of excellence</li> <li>• Takes ownership for consistently meeting expectations within relevant deadlines</li> <li>• Takes steps to understand decision making processes and procedures – uses this understanding in developing work plans</li> </ul>

Collaborates Effectively	Partners to deliver on team and organization goals	<ul style="list-style-type: none"> <li>• Does required share of work and supports team or group decisions</li> <li>• Keeps others informed and up-to-date</li> <li>• Shares all relevant or useful information</li> <li>• Listens, requests feedback, values others' input/expertise and willingly learns from others</li> </ul>
Focuses on the Customer (internal or external to the Society)	Builds relationships with team, public, members, suppliers by understanding and responding to their needs	<ul style="list-style-type: none"> <li>• Meets established service standards</li> <li>• Asks questions and probes to understand stated and underlying needs, issues, concerns and problems</li> <li>• Addresses concerns and problems fairly, empathetically, decisively and promptly, maintaining a diplomatic and professional manner</li> <li>• Manages expectations and keeps others up-to-date on progress</li> <li>• Raises concerns and recommends potential solutions for issues</li> </ul>
Communicates Confidently	Shares relevant information in a direct, compelling and transparent fashion	<ul style="list-style-type: none"> <li>• Listens attentively and allows others to complete their thoughts before providing a response</li> <li>• Conveys ideas, needs and requirements clearly and logically, both verbally and in writing</li> <li>• Pays attention to detail in all aspects of work</li> <li>• Has the ability to adapt communication style for a range of audiences, particularly written work</li> <li>• Shares relevant information in a timely fashion</li> <li>• Answers questions accurately and effectively, demonstrating approachability and establishing credibility</li> </ul>

**How to apply:**

Please carefully review the job description and competencies (please see supporting document or visit our website at [www.immunology.org/jobs](http://www.immunology.org/jobs)) before sending a cover letter, CV and an outline of your suitability against our criteria to Melanie Lucas at [recruitment@immunology.org](mailto:recruitment@immunology.org)

Unfortunately, due to the volume of applications that we receive, it is not possible to respond to all applicants individually. Successful candidates will be contacted by 30 January. Interviews will be held on 3 and 6 February.

We request no contact from agencies.