

Role outline and key responsibilities: Events Manager

Line Manager: CEO

Accountable to: BDNG Trustees

Job purpose

To deliver a high quality range of educational events on behalf of the BDNG

To support the creation and delivery of a events strategy, developing a varied and impactful portfolio which positions the BDNG as the go to dermatology nurse education provider.

Overall responsibilities

Event management

- To manage and deliver a portfolio of face to face events, leading on all aspects of delivery creating a diverse and impactful offering which places the BDNG as the sector leader in dermatology nurse education
- To explore and develop new opportunities, working with the CEO and other members of the team to roll out new events and ways of working as well as analysing the performance of existing events
- To collaborate with other team members in planning and delivery of successful events e.g.
 - Booking venues
 - Managing suppliers and all event logistics
 - Speaker management
 - Marketing of events
 - Event bookings
 - Pre event planning
 - On the day operation management of events

Marketing

- To work with other team members to convert enquires and grow numbers of event participants via a variety of channels (e.g. email marketing, advertising and social media promotion)

Location: Based in office or home working depending on location

Contract: This is a fixed term contract of 3 years (with extensions)

Hours: 37.5 hours per week

Salary: circa £40K

Person Specifications

Qualifications and experience

- Degree level education relevant to event management (or equivalent experience)
- At least 3 years experience in an event management role

Skills

- Excellent organisational skills and attention to detail
- Excellent communication and interpersonal skills
- Effective time-management skills and the ability to work under pressure to ensure the efficient running of an event
- Ability to produce detailed proposals for events
- Ability to manage and coordinate suppliers and all event logistics

- Excellent IT skills
- Ability to work accurately and reliably under pressure and to tight deadlines

Events/conference attendance will be required, which will include overnight stays along with early morning starts and late evenings.