

Job title:	Events Manager
Reports to:	Director of Society Programmes
Purpose of job:	To deliver the Society's programme of conferences and events

KEY RESPONSIBILITIES

Event Management

- Manage and deliver the Society's Annual Meeting, symposia and other events with high quality and delegate satisfaction
- Work with Events Committee to develop the conferences and events portfolio, including in-person, online and hybrid events, in alignment with the Society's values and strategic priorities
- Lead the Events team in project managing all events from enquiry stage through to final financial settlement and delegate feedback
- Build and maintain strong relationships with members, delegates, and other key stakeholders of the Society in relation to events
- Research venues, suppliers, and contractors. Negotiate prices and contracts for events to ensure value for money, supported by the Director of Society Programmes and CEO
- Manage and deliver the scientific programming of the BES Annual Meeting in conjunction with the Events Committee Chair
- Work with the Development Manager to organise trade exhibitions at conferences and deliver onsite support to exhibitors
- Set, communicate and maintain timelines and priorities on all events
- Manage team and staff briefings for events
- Provide on-site management to ensure the correct delivery of events
- In conjunction with Events Committee, manage and maintain budgets for our events programme
- Maximise event revenue and minimise costs while maintaining delegate satisfaction scores for our highly respected and popular conferences and events
- Develop relationships with other event managers to share skills and best practice
- Develop papers for and support the running of Events Committee

Communications

- Oversee the marketing and promotion of events within the Events team to maximise attendance

- Work with the Media Relations Officer to identify any media opportunities for events

Special Interest Groups (SIGs)

- Work with Events Committee and the Events Officer to support our volunteer-led SIGs in delivering their events and workshops
- Ensure SIGs report on activities in a timely way, have strong governance in place and are managing their events in line with the SIG Handbook
- Oversee management of SIG budgets and reporting to Events Committee

Line Management

- Provide leadership, motivation, and direction to the Events team
- Line manage an Events Officer and Events Assistant and support their development in their roles

PERSONAL SPECIFICATION

Essential

- At least three years' experience working in an events-based role
- Experience of organising conferences at a senior level, preferably within the science and research sector
- Experience of managing event budgets and working to financial targets
- A degree or equivalent qualification
- Leadership skills including previous line management experience
- Excellent organisational skills, with the ability to multitask, meet multiple deadlines and prioritise work in a pressured environment
- Self-motivated, with ability to be proactive and work independently
- Excellent customer service skills and attention to detail
- An understanding of digital communications, social media platforms and event marketing strategies
- A proactive approach to problem-solving

Desirable

- An interest in ecology
- Experience working in the learned society, association, or medical sectors

COMPETENCIES

Competency	Level
Teamwork Working cooperatively and constructively, building good working relationships, including valuing others	Managerial
Customer Focus Identifying, understanding, and giving priority to meeting the needs of customers and potential customers	Managerial
Commitment to Excellence Sets the highest standards of performance for self and others in meeting the needs of the organisation	Managerial
Continuous Improvement and Adaptability Initiating or participating in changes affecting our job or the organisation, enhancing performance as a whole	Managerial
Resource Planning and Management Planning, using, and managing BES resources effectively	Managerial
Analysis, Judgement and Decision Making Identifying key issues and making sound decisions	Managerial
Information Gathering and Networking Establishing and maintaining good contacts both outside and within the organisation	Managerial
Strategic Vision Seeing the wider picture and to taking a long-term view for the benefit of the Society	Managerial

This is a description of the job as it is presently constituted. It is the practice of the British Ecological Society to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.