Job title: **Events Officer**

Reports to: Events Manager

Purpose of job: To help manage the British Ecological Society (BES)’s successful and varied events programme as part of a friendly team. Provide expert guidance and direction to the Society’s Special Interest Groups (SIGs) in organising their events.

**KEY RESPONSIBILITIES**

**Events**

- Working with the Events Manager and the rest of the Events team, contribute to the planning and delivery of the BES’s main events and conferences.

- Take responsibility for delivering aspects of the Annual Meeting, our flagship conference for over 1200 ecologists from around the world. This could include:
  - Managing the call for proposals for the scientific sessions and workshops at the Annual Meeting
  - Overseeing our student volunteers at the conference, including onsite training and support
  - Creating content for the conference programme or online app

- Provide onsite support at events and go on site visits

- The job will involve travel around the UK and overnight stays on occasion.

**Special Interest Group (SIG) events**

- Provide events expertise, guidance and support to our SIGs so they can run successful events. The BES has 19 of these volunteer-led groups which offer a range of communications, events and workshops for scientists in different areas of ecology

- Monitor data on SIG events and attendance, spotting problems early on and taking steps to increase the success of SIG events with the Events Manager

- Build and manage relationships with SIG committees

- Work with the Grants and Communities Engagement Officer and the rest of the Membership team in better connecting SIG communities with the value of BES membership

- Manage the process through which proposals and budgets for SIG events are reviewed and approved by the Events Committee

- Compile financial reporting and evaluation of SIG events for Events Committee

- Include SIG events in BES event marketing, creating event pages on the BES website, preparing social media content and contributing to newsletters and email marketing
Coordinate the SIG social events at the Annual Meeting and create copy for the printed programme

Assist in event management and onsite support for SIG events where necessary and other priorities allow

Event administration

Use digital platforms to help with event management, delegate experience and event marketing, working with the Events team. This includes our website, CRM system, conference abstract system, online conference platforms, Microsoft Teams and Zoom

Create and send out joining instructions to delegates

Liaise with conference organisers and speakers as appropriate

Contribute to events marketing and communications, working with others in communications roles at the BES

Assist in evaluating and monitoring the success of the events programme, providing and implementing recommendations where appropriate

Provide administrative support to Events Committee, including taking minutes.

Co-ordinate delivery of essential event equipment and merchandise to and from the venue

Answer general enquiries regarding events

Assist with ad-hoc tasks for all events

PERSON SPECIFICATION

Essential

Experience of working in an events-based role

Experience of onsite delivery of events

Excellent customer service skills and attention to detail

Excellent organisational skills, with the ability to prioritise tasks and meet deadlines

Able to work collaboratively in a team, flexible and willing to learn

Able to communicate effectively and confidently with people at all levels, building relationships and offering advice to stakeholders

Accurate, consistent and timely approach to administrative tasks

Excellent IT skills and a willingness to work with new platforms

Desirable

Experience of online and hybrid events

Experience of monitoring event budgets and finances
- Experience with Sharepoint/Teams/Wordpress
- An understanding of digital platforms, communications and event marketing
- Excellent written and verbal communication skills with the ability to engage a wide range of audiences
- Previous experience of working in the science, charity or member association sectors
- An interest in ecology

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