

Job title:	<b>Events Officer</b>
Reports to:	Events Manager
Purpose of job:	To manage aspects of the events portfolio working in collaboration with the Events Manager

## KEY RESPONSIBILITIES

In collaboration with the Events Manager, oversee the delivery of allocated parts of the Society's Annual Meeting, Symposia and other events.

- Use digital platforms to help with event management and delegate experience -including the website, CRM system, conference abstract management system, Canva, hybrid conference platforms, Excel, Microsoft Teams and Zoom
- Set up events, administer event bookings and confirmation letters, certificates of attendance, receipts, invoices and refunds through the CRM system.
- Create and update webpages for each event, including copy and images.
- Maintain and update the programme information on the hybrid event platform for the Annual Meeting.
- Ensure that any agreed branding from sponsors is delivered.
- Manage the Events team inbox, answering and redirecting queries in a timely manner.
- Manage all aspects of Annual Meeting volunteer helpers, including the application process and onsite training and support.
- Oversee the printing of badges and signage.
- Provide onsite support at events and go on site visits.
- Liaise with local organisers and suppliers.
- Help to support the intern/s for the Annual Meeting.
- Create and send out joining instructions to delegates along with other relevant delegate communications.
- Co-ordinate the delivery of essential event equipment and stationary arranging couriers for events run by the Events Team.
- Evaluate and monitor success of events portfolio, providing and implementing recommendations where appropriate.

- Work with other teams at the British Ecological Society to support ad-hoc events when appropriate.
- This job will involve travel around the UK and overnight stays on occasion.
- Provide administrative support to Events Committee, including taking minutes.

## **COMMUNICATION**

- Develop innovative and creative social media content and digital promotion for the Society's events.
- Create the communications plan, in conjunction with the Communications team, in the lead up to events.
- Creating promotional collateral for events, in line with the brand guidelines and with guidance from the Head of Marketing.

## **PERSON SPECIFICATION**

### Essential

- 1-2 years' experience of working in an event organising role.
- Experience of onsite and hybrid events
- Excellent customer service skills and attention to detail
- Excellent written and verbal communication skills with the ability to engage a wide range of audiences
- Excellent organisational and time-management skills, with the ability to prioritise tasks and meet deadlines.
- Self-motivated, with the ability to be proactive and work independently
- Able to work collaboratively in a team, flexible and willing to learn.
- Excellent IT skills and a willingness to work with new platforms.

### Desirable

- An interest in ecology
- Previous experience of working in the science, charity or member association sectors.

## COMPETENCIES

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

*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.*