



Job description: Events Officer

December 2019

Job Details	
Job Title:	Events Officer
Reports to:	Operations Manager, UKRIO
Full Time/Part Time:	Part time (0.4- 0.6 FTE)
Salary:	£26,000-28,000 per annum (<i>pro rata</i>)
Appointment period:	Indefinite
Current Location:	UKRIO office, Croydon

Job context

The UK Research Integrity Office is an independent advisory body supporting academic, scientific and medical research. UKRIO helps ensure that research is high quality and of high ethical standards, without the need for burdensome regulation or bureaucracy.

We pursue these aims through our publications on research practice, the support and services we provide to organisations, our education and training activities, and by providing expert guidance in response to requests for assistance. For further information, visit [our website](#).

UKRIO is a registered charity, consisting of a small office team, directed by a Board of Trustees with the assistance of an Advisory Board, and supported by a Register of expert volunteers.

This post sits within the office team, which: carries out UKRIO's programme of work; provides administrative, policy, research and technical support to the Trustees and Advisory Board; liaises with the organisations that subscribe to UKRIO; and co-ordinates the volunteers that support the work of the charity.

Job purpose

- The main purpose of the job is to be responsible for the organisation and successful delivery of events and training courses for UKRIO throughout the year, including the charity's Annual Conference of approximately 150 delegates.
- The postholder will work with the Chief Executive and others, including external events management organisations as required, to further develop and deliver UKRIO's events and training programme as well as systems to support the successful delivery of the charity's events.

The post reports to the Operations Manager and requires close collaboration with that post, as well as with the Chief Executive, the Trustees and Advisory Board, UKRIO volunteers, and the representatives and members of UKRIO subscriber institutions.

We are offering this post at 0.4-0.6 FTE, which can be worked within standard business hours, Monday to Friday. TOIL will be given for events that fall outside of the normal hours of work. The post is based at UKRIO's offices

in south London but we are open to discussions about flexible working/ homeworking/ jobsharing. The post will involve travel to venues for UKRIO events and occasional travel to UK-based research organisations, in particular those that subscribe to UKRIO.

Main duties and responsibilities

- Manage the organisation and execution of the charity's events and training programme, including the UKRIO annual conference, ensuring events and training courses are delivered on schedule to the required standard and within budget, including:
 - Booking venues, catering, audio-visual and related equipment and materials, accommodation and travel, etc.
 - Arranging speakers and trainers, liaising with them to ensure provision of abstracts, presentations, training materials, etc. and that their needs are met
 - Producing UKRIO materials and other resources for the charity's events and training courses.
 - Managing delegate registrations and overseeing payments for events and training courses, liaising with delegates to ensure that their needs are met, and compiling feedback to inform future events.
- Work with the Chief Executive and others to plan and further develop the events and training programme of the charity, including UKRIO's annual conference.
- Maintain a high level of delegate, subscriber and speaker satisfaction with the charity's events and training programme, including UKRIO's annual conference.
- Source, and liaise with, external events management organisations as required to deliver the charity's events and training programme.
- Work with the Communications and Marketing Officer to raise awareness of the charity's events and training programme, including UKRIO's annual conference.
- Ensure that UKRIO fulfils its charitable objectives
- Maintain and further develop good working relationships and effective communication with the organisations that subscribe to UKRIO, ensuring that their needs are understood and appropriate support provided.
- Maintain a high level of subscriber retention and satisfaction with the support provided by the charity
- Liaise with and support UKRIO's Trustees and Advisory Board.
- Provide administrative support to internal meetings and working groups, including the preparation and circulation of papers, taking minutes and following up on actions in a timely manner.
- Manage confidential and/or sensitive information in accordance with the Data Protection Act (1998), the General Data Protection Regulation (GDPR) and relevant UKRIO policies and procedures.
- Comply with the charity's Health and Safety policy.
- Maintain external links with national and international bodies and groups in order to keep abreast of changes occurring in the sector.

- Whilst the role will be predominantly based at UKRIOs offices in south London, the postholder will occasionally be expected to travel to other sites, including member institutions, when required. We are open to discussions about flexible working/ homeworking/ jobsharing.

The above list of responsibilities is not exhaustive and the jobholder may be required to undertake other duties commensurate with the level of the role, as reasonably requested by their line manager.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or level of the responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the salary of the post.

Person specification

This table lists the essential and desirable requirements needed in order to perform the job effectively. Candidates will be shortlisted based on the extent to which they meet these requirements.

Requirements		Essential / Desirable	How Assessed
Qualifications	Undergraduate honours degree or equivalent experience (preferably in Marketing, Media, Communications or Journalism)	E	A
	Postgraduate degree	D	A
	Events planning/ management qualification or equivalent experience.	D	A
Knowledge, Skills and Experience	Experience in planning and/or management of events and/or training courses	E	A/I
	A willingness to work outside of normal business hours for events (TOIL will be given)	E	A/I
	Experience of managing events, training courses or projects to a specified deadline	E	A/I
	Experience of working in Higher Education, the National Health Service, a private sector research organisation, a research funder, an academic publisher or other research organisation.	D	A/I
	Highly developed communication skills (both written and verbal/ presentations).	E	A/I
	Ability to communicate complex information and concepts in an accessible manner, to both expert and lay audiences.	E	A/I
	Excellent interpersonal skills, including experience of, and ability in, managing relationships with a wide variety of organisations and individuals.	E	A/I
	Salesforce or similar CRM, Mail Chimp or Campaign Monitor for mail management	D	A/I

	Requirements	Essential / Desirable	How Assessed
	Experience of conducting site visits, carrying out risk assessments and writing event plans	D	A/I
	Experience of working in a membership organisation	D	A/I
	Experience of working in a charity	D	A/I
	Experience of project writing	D	A/I
	Proven analytical and problem-solving capability	E	A/I
	Excellent record-keeping skills	E	A/I
	Excellent IT skills (e.g. Word, Excel, PowerPoint, web page management etc.)	E	A
	Proven ability to work independently as well as functioning as part of a small team	E	A/I
	Understanding and commitment to confidentiality of information	E	I
	Understanding and commitment to diversity	E	I
	Flexible and professional approach to work and colleagues	E	I
	Willing and able to travel with notice	E	I

Essential/Desirable:

E = Essential: Requirements without which the job could not be done.

D = Desirable: Requirements that would enable the candidate to perform the job well.

How Assessed:

A = Application

I = Interview

OM = Other Means (e.g. presentation, test, etc.)

Employee benefits

- 25 days annual leave *pro rata* (exclusive of statutory and public holidays).
- Pension scheme.
- Interest-free season ticket loan (usually following successful completion of probation).
- Childcare voucher scheme.