



Job description: Events Officer

February 2022

Job Details	
Job Title:	Events Officer
Reports to:	Operations Manager, UKRIO
Full Time/Part Time:	Part time (0.6 FTE)
Salary:	£28,000-30,000 per annum (<i>pro rata</i>)
Appointment period:	Indefinite
Current Location:	A combination of remote working and the UKRIO office, Croydon

Job context

UKRIO is an independent charity, offering support to the public, researchers and organisations to further good practice in academic, scientific and medical research. We pursue these aims through a multi-faceted approach: education via our guidance publications on research practice, training activities and comprehensive events programme; sharing best practice within the community by facilitating discussions about key issues, informing national and international initiatives, and working to improve research culture; and giving confidential 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 Council, 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 Council; 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 in-person and online events and training courses for UKRIO throughout the year, including the charity's Annual Conference.
- The postholder will work with the Chief Executive and other members of the team, including external events management organisations as required, to further develop and deliver UKRIOs in-person and online events and training programme as well as systems to support the successful delivery of the charity's events.
- The postholder will work with the Chief Executive and other members of the team to build and implement a strategy and plan to increase community engagement.

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

We are offering this post at 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 role will offer a combination of working from home and in our Croydon office. We are open to discussions about flexible working/compressed hours/job sharing. The post will involve travel to venues for UKRIO in-person events and occasional travel to UK-based research organisations, in particular those that subscribe to UKRIO.

We are looking to appoint to this post as soon as possible.

Main duties and responsibilities

- Manage the organisation and execution of the charity's in-person and online 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:
 - Develop the events strategy and shape the events calendar.
 - Create event webpages and online registration pages online,
 - Manage event marketing and communications.
 - Collate and maintain guestlists and Maximiser database
 - Facilitate the design of event promotional material to include flyers, tickets, invitations etc
 - 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.
- Work with the Chief Executive and other members of the team to build and implement a strategy and plan to increase community engagement, such as with the organisations that subscribe to UKRIO, the wider research community, and policy makers, research funders, and other stakeholders.

- Source, and liaise with, external events management organisations as required to deliver the charity's events and training programme.
- Work with the Communications and Information 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 Council.
- 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.
- The role will offer a combination of working from home and in our Croydon office. We are open to discussions about flexible working/job sharing. The post will involve travel to venues for UKRIO in-person events and occasional travel to UK-based research organisations, in particular those that subscribe to UKRIO.

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

The following 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
	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 in building community/stakeholder relations and engagement	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

Requirements		Essential / Desirable	How Assessed
	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.