



Royal College of Anaesthetists

Senior Conference, Event and Partnerships Manager

Directorate: Membership, Media and Development

Reports to: Head of Content

No. of Direct Reports: Up to 6

Band: C

1.1 Job purpose

This role is responsible for the day-to-day delivery and operational planning of the educational and professional development event programmes that support anaesthetists at all stages of their career.

This role involves line management of an event delivery team and works with the Head of Content to deliver innovation, as well as highlighting efficiencies in delivery and programming.

1.2 Key tasks and responsibilities

Event Programme Management

- Work with the Head of Content, directors and other colleagues to manage the delivery of the College's face to face and online event programme, by developing and implementing event plans
- Enforce and maintain the world class standards the College events programme delivers for its delegates, Clinical Content Leads and speakers
- Set, communicate and maintain timelines and priorities on all event projects, ensuring team members collaborate and communicate to achieve this
- Ensure events are marketed to target audiences via all channels in a timely manner
- Produce regular event reports, including attendance figures and collation of feedback, to provide a full evaluation and analysis of each event to inform future delivery
- Produce standard documentation to ensure the team are all working in a consistent way, providing the same service to organisers and delegates
- Manage specified events as part of your own portfolio or as cover for team sickness or absence
- Oversee all aspects of the delegate registration system, ensuring smooth running for customers and employees
- Monitor all enquiries and deliver a prompt response
- Manage event health and safety, ensuring suppliers, venues and facilities meet minimum requirements
- Manage expectations of internal teams for the delivery of their face to face and virtual events
- Manage and deliver the College's flagship events
- Give pre-event technical support to speakers, chairs and clinicians, including problem solving if required
- Provide technical support on the day of the event, ensuring that the technical set up is to a high standard, managing break-out sessions for workshops and smaller events if required

- Ensure event content is recorded and deliver video editing of events and webinar recordings, pre and post event as required

Financial Management

- Create and monitor comprehensive and reliable financial reports detailing event income and expenditure, ensuring efficient use of resources
- Work with the Head of Content on preparing the annual and medium term event budgets
- Ensure budgets are achieved and event requirements and expectations are met

Development and Innovation

- Be proactive in implementing continuous improvement across the team, as well as the events programme, driving efficiency and customer focus as a priority
- Implement and maintain a speaker and organiser database that will inform future event programming decisions and ensure the College has the best information available
- Be proactive in the research and sourcing of new events, formats, speakers and topics to ensure the overall programme is fresh and appealing to the target audience
- Ensure large events e.g., Anaesthesia as well as the events programme are built with opportunities available for partnerships with commercial and non-commercial organisations
- Liaise with the College's sponsorship and exhibiting agency, as well as individual conference and event managers to ensure the delivery of all aspects of agreed commercial and non-commercial partnerships
- Encourage the Education and Events Team as well as Clinical Content Leads embrace commercial and non-commercial partnerships and leverage any contacts they have

Education Committee

- Act as lead secretary for the Education Committee and its sub groups including the organisation of meetings, production of agendas, preparation of committee papers, production of minutes and follow-up actions
- Draft papers and collate new event proposals for consideration by the committee
- Draft and reply to correspondence on behalf of the chair of the committee

People and Relationship Management

- Act as line manager to the Education and Events Team; allocating work across team members and maintaining a departmental work plan
- Provide direction and support for team members through regular 1:1 meetings
- Set team member objectives aligned to the directorate and team strategy that builds team skills and competence
- Conduct appraisals with team members
- Ensure team members are multi skilled in all aspects of College events, addressing training and skill development needs and providing feedback, when required
- Build a cooperative, collaborative and high performing team that delivers a world class service to delegates, Clinical Content Leads / Faculty, senior clinicians, council members and speakers
- Manage underperformance effectively through open, transparent and consistent processes
- Establish and maintain excellent working relationships with service providers, internal teams, event Clinical Content Leads and speakers. Provide advice and support, where necessary
- Manage supplier relationships effectively, have a keen eye for detail in contract management and negotiate where necessary to keep within or below budget, whilst ensuring standards are maintained

Other Duties

- Deputise for members of the Education and Events Team, as and when required
- Represent the College at external meetings, occasional travel and overnight stays outside London may be required
- Ensure regulatory and copyright compliance, of all education resources
- Any other duties that might be reasonably required

1.3 Qualifications, skills, knowledge and experience

- Experience of successfully working in a comparable events environment
- Experience of event budget management and delivering set targets
- Experience of producing and implementing event marketing plans
- Experience of line managing a team of multiple people
- Evidence of being self-motivated whilst successfully working under pressure on more than one project at once
- Proven event logistics, operational work planning and administration skills
- Excellent communication skills, both written and verbal
- Ability and confidence to work with and service a committee structure
- Ability to manage time, including being able to work to deadlines
- Excellent IT skills including Microsoft Office, databases, online content (basic video editing) and social media
- Knowledge of acquiring and managing event sponsorship

Signature:

Name:

Date: