**Role: Conference Event and Partnership Manager**

**Salary: £ 37, 018 p.a.**

**Location: Hybrid Working – Remote / London**

**Contract Type: Permanent, Full Time (35 hours)**

**How to Apply**

If you believe that you are the right person for this role, please submit your CV and Cover Letter

to Leanne Timon at [ltimon@rcoa.ac.uk](mailto:ltimon@rcoa.ac.uk) by **Friday 20 December 2024.**

**Please note that the close date could be subject to change depending on the success of the recruitment process.**

**About You**

* Successful experience in a comparable events environment
* Experience of running online and hybrid events and webinars
* Experience of event budget management and delivering against targets
* Excellent communication skills, both written and verbal
* Proven event logistics and administration skills
* Event marketing and promotional skills
* Evidence of a strong collaborative, positive and proactive approach to work
* Commitment to quality service and best practice

**About the Role**

We have an exciting opportunity for an events manager to deliver a portfolio of face to face, online, and hybrid conferences and events as a member of the College’s Education and Events team.

The role will also be responsible for standalone projects that deliver innovation and improvement to team processes, event programmes and educational content.

This role works as a collaborative team player delivering an informative and exciting programme that educates anaesthetists at every stage of their career.

Key tasks and responsibilities will include:

* Event development
* Event logistics and delivery
* Event marketing
* Event administration and finances
* Project management and teamwork

**The Package**

This is a full-time, permanent position with a competitive employee benefits package, which includes (but is not limited to):

* 26 days of annual leave, plus bank holiday
* Healthcare support through Benenden Health
* Up to 12% pension contribution
* Hybrid and flexible working
* Wellbeing hour once a week
* Cycle to work and employee discounts schemes
* Training and development opportunities
* Access to Mental Health First Aiders and Employee Assistance Programmes

**About the College**

The Royal College of Anaesthetists is the professional body responsible for the specialty throughout the UK. We are the third largest medical royal college in the UK by membership. With a combined membership of more than 24,000 Fellows and Members, we ensure the quality of patient care by safeguarding standards in the three specialties of anaesthesia, intensive care and pain medicine.

At RCoA diversity, equality and inclusion is an integral part of our culture so it is important to us that this is reflected in everything that we do. We welcome applications from all individuals irrespective of age, race, gender, sexual orientation, ethnicity, religion or belief, disability, marital status, or parental responsibilities to ensure we actively embrace an inclusive and representative culture that encourages, supports, and celebrates our differences.

Unfortunately, due to the volume of applications, we are unable to provide detailed feedback to candidates on their application. Only short-listed applicants will be contacted after the closing date. Please note that the closing date is subject to change.

If you have any questions or would like more information about this opportunity, please contact: [ltimon@rcoa.ac.uk](mailto:ltimon@rcoa.ac.uk)