

Events Programme Manager



Job description

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| Job title: | Events Programme Manager |
| Reporting to | Head of Sponsorship and Events |
| Location | London, hybrid working |
| Salary | £33,000 |
| Job purpose | To project manage the educational and scientific programme of all ICS events, and to provide excellent support to all stakeholders involved in the Society's annual programme of events. |

Key accountabilities

- Project manage the educational and scientific programme of all ICS events, such as State of the Art (SOA) and study days, from initial conception to event delivery
- Coordinate the delivery of virtual study days in collaboration with Chair of the Learning Division and the Chair of each event
- Support the SOA Programme Director, Head of Sponsorship and Events, Head of CPD and other staff and committee members to build and update event programmes, manage speakers, send welcome letters, answer queries, collect contact details, biographies, session titles and other relevant information
- Coordinate all programme-related content for event web pages and other event materials in collaboration with the communications team
- Provide support before and during in-person events including room management and speaker preview rooms
- Provide support technology for virtual speakers, facilitate pre-recorded sessions via Zoom
- Distribute and capture delegate feedback through post-event questionnaires
- Analyse and disseminate captured results, providing insight on how to improve the Society's educational events
- Maintain log of speakers, sponsors and topics covered at competitor events for future planning and for benchmarking

Other

- To model the Society's values and work in accordance with the Society's policies
- Undertake any such other duties as may be reasonably required, consistent with the nature of the post

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Patron: HRH, The Princess Royal