

Person specification

Knowledge, skills and experience	
<p>Essential</p> <ul style="list-style-type: none"> • Event experience gained working in a membership organisation, preferably in healthcare • Experience working with different stakeholders, including speakers/chairs and event committees • Demonstrable skills in physical and virtual event/meeting delivery • Experience of using Zoom for virtual events and onboarding virtual speakers • Proficient in Microsoft 365 or equivalent • Excellent customer service skills • Experience of using CRM to manage events • Strong communication skills (verbal and written) 	<p>Desirable</p> <ul style="list-style-type: none"> • Experience of using abstract software • Stage management experience at a large-scale event • Experience setting up meetings, preparing agendas and taking minutes for committees or events
Behaviours	
<p>Essential</p> <ul style="list-style-type: none"> • Alignment with Society's core values: <ul style="list-style-type: none"> ◦ Collaboration ◦ Freedom of expression ◦ Accept and Respect ◦ Quality • Ability to stay calm under pressure • A positive, professional and pro-active attitude • Take personal responsibility for the delivery of quality outcomes. • Willingness to work flexibly with colleagues in a small organisation • Diligent with an eye for detail 	