

Job title: **Events Officer**

Reports to: Events Manager

Purpose of job: To deliver and manage aspects of the events portfolio working in collaboration with the Events Manager

KEY RESPONSIBILITIES

In collaboration with the Events Manager, organise and oversee the delivery of aspects of the Society's Annual Meeting, Symposia and other events.

Event setup

- Use digital platforms to support event management and delegate experience -including the website, CRM system, conference abstract management system, Eventbrite, Canva, hybrid conference platforms, Excel, Microsoft Teams and Zoom
- Co-ordinate aspects of event planning including venue search, supplier liaison, catering and accommodation.
- Set up events, administer event bookings and confirmation letters, certificates of attendance, receipts, invoices and refunds through the CRM system.
- Plan and co-ordinate the exhibition build at the Annual Meeting, with chosen supplier.

Delegate, Speaker and Exhibition Liaison

- Act as the main point of contact for exhibitors and sponsors, post-sales.
- Create and update webpages for each event, including copy and images.
- Maintain and update the programme information on the hybrid event platform for the Annual Meeting.
- Ensure that any agreed branding from sponsors is delivered.
- Manage the Events team inbox, answering and redirecting queries in a timely manner.
- Create and send out joining instructions to delegates along with other relevant delegate communications.
- Create and sent out briefing documents for speakers, Chairs and staff.

General support

- Oversee the printing of badges and signage.
- Provide onsite support at events and go on site visits.

- Co-ordinate the delivery of essential event equipment and stationary arranging couriers for events run by the Events Team.
- Evaluate and monitor success of events portfolio, providing and implementing recommendations where appropriate.
- Evaluate and monitor EDI representation at BES events.
- Work with other teams at the British Ecological Society to support ad-hoc events when appropriate.
- This job will involve travel around the UK and overnight stays on occasion.
- Provide administrative support to Events Committee, including taking minutes.

COMMUNICATION

- Develop innovative and creative social media content and digital promotion for the Society's events.
- Create the communications plan, in conjunction with the Communications team, in the lead up to events.
- Creating promotional collateral for events, in line with the brand guidelines and with guidance from the Head of Marketing.

PERSON SPECIFICATION

Essential

- At least one year's experience of working in an event organiser role.
- Experience of working with a complex CRM
- Experience of onsite and hybrid events
- Excellent customer service skills and attention to detail
- Strong communication and interpersonal skills, with the ability to build rapport with delegates, speakers, suppliers and staff.
- Excellent organisational and time-management skills, with the ability to prioritise tasks and meet deadlines.
- Pro-active and solutions focused.
- Able to work collaboratively in a team, flexible and willing to learn.
- Excellent IT skills and a willingness to work with new platforms.

Desirable

- An interest in ecology
- Previous experience of working in the science, charity or member association sectors.

COMPETENCIES

Competency	Level
Teamwork Working cooperatively and constructively, building good working relationships, including valuing others	Operational
Customer Focus Identifying, understanding, and giving priority to meeting the needs of customers and potential customers	Managerial
Commitment to Excellence Sets the highest standards of performance for self and others in meeting the needs of the organisation	Managerial
Continuous Improvement and Adaptability Initiating or participating in changes affecting our job or the organisation, enhancing performance as a whole	Operational
Resource Planning and Management Planning, using, and managing BES resources effectively	Operational
Analysis, Judgement and Decision Making Identifying key issues and making sound decisions	Operational
Information Gathering and Networking Establishing and maintaining good contacts both outside and within the organisation	Operational
Strategic Vision Seeing the wider picture and to taking a long-term view for the benefit of the Society	Operational

This is a description of the job as it is presently constituted. It is the practice of the British Ecological Society to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.