

Education and Events Executive

Key Responsibilities:

Educational Programme Development:

- Working with the Education and Events Manager, assist with the development and implementation of a comprehensive educational programme that aligns with IPS objectives and serves the needs of our members.
- Assist with the production and development of educational materials and resources.
- Take ownership of the promotion and communication of the IPS' courses and all educational materials and resources.

Event Planning and Execution:

- Work closely with the Education and Events Manager to plan, organise, and ensure the professional execution of the educational programme including educational resources, conferences, workshops and webinars.
- To be the point of contact with regional volunteers to assist them with their events, and ensure a consistent calibre of IPS event is achieved throughout the regions.
- Under direction from the Events and Education Manager, assist or deliver all aspects of event planning and logistics, including venue management, online registration, delivery via a virtual platform, sponsorship and exhibition management, catering, audio-visual requirements, and onsite staffing as required.
- Collaborate with internal teams and external partners to ensure successful event delivery,
- Actively work with colleagues to communicate and promote the IPS' courses as well as all educational materials and resources.
- Actively engage with sponsors, speakers and other stakeholders, and act as first point of contact for all enquiries.
- Ensure any sponsor and exhibitor deliverables are met, and that stakeholders are satisfied with the calibre of events.
- Foster member engagement through educational initiatives, ensuring alignment with the society's goals and objectives.

Financial Management:

- Develop and manage budgets for educational programmes and events to ensure that the event programme achieves a surplus within the first 12 months.
- Consistently monitor budgets, expenses and revenue to ensure agreed financial targets are met.

Marketing & Communications:

- With the Education and Events Manager, help devise a marketing and communications strategy for both the educational and events outputs of the Society
- Take ownership of the Society's marketing and social media strategies as it related to events and education
- Regularly update the events and education sections of the Society's website, and work with the Membership Engagement Manager to ensure maximum take up of educational courses and IPS events.
- Disseminate marketing materials to regional volunteers and assist them with their events marketing strategies.

Other:

- Research potential sponsors and partners for programmes and events
- Actively build and maintain relationships with key stakeholders, including industry partners, speakers, and sponsors.
- Collaborate with relevant organisations to expand the reach and impact of IPS educational initiatives.
- Assist with the development of individual events budgets as required.