

## Job description

<b>Post</b>	Events Content Officer
<b>Grade</b>	5
<b>Hours</b>	35 hours per week (full time equivalent)
<b>Accountable to</b>	Events Content Manager

The King's Fund is an independent charity working to improve health and care in England. We help to shape policy and practice through research and analysis; develop individuals, teams and organisations; promote understanding of the health and social care system; and bring people together to learn, share knowledge and debate. Our vision is that the best possible health and care is available to all.

## Our values

We expect everyone who works for us to be committed to our values and to share our commitment to becoming a more diverse and inclusive organisation. Our vision, values and commitment to diversity and inclusion can be seen at: <https://www.kingsfund.org.uk/about-us>

## Job purpose

This role will give you an exciting opportunity to work in a busy events team within a well-respected health think-tank and charity. You will work with colleagues on planning and delivering conferences and other events; ensuring they run smoothly, keep to strict budgets, are delivered to a very high standard, meet the expectations of colleagues and delegates, and enhance the reputation and public profile of The King's Fund.

You will be working on our events programme which includes a mixture of pay-to-attend conferences (virtual and in-person), roundtable discussions, dinners, and online events. You will also support our Corporate Partners and Supporters – the businesses which support our work and contribute their insights to the health policy debate – on the content and delivery of our joint-badged events. We'll expect you to work hard to support the team and you will be given responsibility for your own areas of work.

## Main responsibilities

This is a varied role and you will need to be flexible and willing to take on a range of tasks including:

- Works with the Events Content Manager to create a balanced annual events programme with a range of content covering key health and care system reforms as well as specific topics of interest.
- Leads event planning and delivery of a pre-agreed number of events in the schedule; researching and writing engaging and topical programmes that provide an imperative to attend for delegates, and identifies and confirms speakers, within the assigned timeframe/deadline.
- Works with the central marketing team to provide an event brief, including audience description, and support efforts to promote the event via email and social media.
- Monitors budgets for individual events, including income and expenditure, and works with colleagues to ensure annual income and NET contribution targets are met.

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- Works with event partners to agree event programme content and marketing approaches and leads on event delivery, consulting partners as appropriate.
- Leads on speaker briefing and administration processes to ensure smooth running of the events and a good experience for the speakers.

## **Management of people and resources**

- Actively contributes to effective communication within the team and with others across the Fund.
- Ensures that the organisation's business and information systems are utilised for the benefit of the team, directorate, and Fund.
- Manages finances in compliance with related policies and procedures.
- Effectively manages project/business performance by planning, co-ordinating, delivering, evaluating, and communicating as appropriate.

## **Other**

- Actively learns and develops to stay up to date with developments in area of expertise and to meet the changing needs of the job, team, and organisation by participating in appraisal and appropriate learning activities including information security and privacy awareness.
- Encourages and supports the development of others, the team, and the organisation by engaging in and contributing to the Fund as a learning organisation and to its positive culture.
- Represents the team and Fund in a professional and positive manner with both internal and external stakeholders and in doing so reflects the values of the organisation.
- Undertakes any other duties that may reasonably be required, and are commensurate with the grade of the job, in furtherance of the objectives of the Fund.
- Ensures compliance with The King's Fund's policies, procedures, and contract of employment.

**Date: October 2024**

## Person specification

### Supporting Evidence

You must demonstrate your experiences, skills, abilities and values by giving specific examples for the criteria within the person specification.

	<b>Essential</b>	<b>Desirable</b>	<b>How Tested</b>
<b>Training and qualifications</b>	<ul style="list-style-type: none"> <li>Educated to degree level or equivalent</li> </ul>		<i>Application</i>
<b>Knowledge and experience</b>	<ul style="list-style-type: none"> <li>Experience in a role where organising events is a significant element of the post</li> <li>Experience of planning, administering, and running virtual and in person conferences and smaller seminars, receptions and dinners</li> <li>Experience of researching and developing conference content to create strong programmes</li> <li>Experience of working in cross-departmental teams or structures to deliver projects Strong track record of delivering projects on time and to budget and achieving income targets</li> <li>Experience of financial budgeting and monitoring and producing accurate financial reports</li> </ul>	<ul style="list-style-type: none"> <li>Experience of, or desire to work in, events for a health or social-care related organisation</li> </ul>	<i>Application</i>
<b>Skills and abilities</b>	<ul style="list-style-type: none"> <li>Strong planning skills to prepare for and manage a number of events simultaneously</li> <li>Able to lead events on the day and take decisions to ensure smooth-running of events</li> <li>Strong administrative skills with the ability to complete tasks to strict deadlines</li> </ul>	<ul style="list-style-type: none"> <li>Database and website experience is desirable</li> </ul>	<i>Interview Skills test</i>

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	<b>Essential</b>	<b>Desirable</b>	<b>How Tested</b>
	<ul style="list-style-type: none"> <li>• Able to communicate effectively in writing, including accurate use of English</li> <li>• IT literacy - Word and Excel are essential</li> <li>• Able to work collaboratively and sustain effective working relationships with diverse colleagues, partners and clients</li> <li>• Able to organise their own work and time productively</li> <li>• Understands The King's Fund's values and their application to this role</li> <li>• Has an appreciation of the work of the Fund and the contribution of this role</li> </ul>		
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Calm and personable in a busy environment</li> <li>• Assertive and can take decisions under pressure</li> <li>• Committed to providing a high standard of work and continuous improvement</li> <li>• Appreciates the value of diversity</li> <li>• Has a proactive approach to addressing challenges</li> <li>• Committed to continued learning and supporting the learning of others</li> <li>• Willing to accept responsibility and opportunities appropriate for the role</li> <li>• Has a flexible approach to their role and to change</li> </ul>		<i>Interview</i>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Willingness to work outside of normal office hours on occasion</li> </ul>		