



Events Officer

We are seeking an enthusiastic and self-motivated individual to join our friendly events team at the British Ecological Society (BES).

You will assist the BES in the organisation and delivery of our events programme, including our flagship scientific conference, the BES Annual Meeting, which sees 1,200 ecologists gather from around the world and share the latest research.

The successful candidate will become part of a team seeking to excite and inspire our various audiences in ecology at a time when our science has never been more relevant for society.

About us

Our vision is for nature and people to thrive in a world inspired by ecology.

The BES was the first ecology society to be established anywhere in the world. We are now one of the biggest scientific societies for ecologists, with a membership of over 7,000 across 125 countries.

We foster the study of ecology and support the ecology community at all stages of their careers through our journals, meetings, grants, and education and policy work.

About the role

You'll need at least one year's demonstrable experience in delivering high-profile mid-sized events and conferences. You will need a high-level of organisation and reliability as well as knowledge of Microsoft Office, and experience of using a CRM and a hybrid event platform. We need a clear and concise communicator who can build and maintain relationships with a wide variety of stakeholders and diverse audiences.



Reporting to the Events Manager, the Events Officer will:

- In collaboration with the Events Manager, oversee the delivery of allocated parts of the Society's Annual Meeting, Symposia, and other events.
- 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.
- Act as the main point of contact for exhibitors and sponsors, post-sales.
- Maintain and update the programme information on the hybrid event platform for the Annual Meeting.
- Ensure that any agreed branding from sponsors is delivered.
- Provide on-site support at events and go on site visits.
- Develop innovative and creative social media content and digital promotion for the Society's events.
- Evaluate and monitor success of events portfolio, providing and implementing recommendations where appropriate.
- Evaluate and monitor EDI representation at BES events.

A full job description, including person specification and competencies is available [here](#).

Applicants must have the right to live and work in the UK. Successful applicants will need to provide evidence that they have the right to live and work in the UK. The BES is unable to provide visa sponsorship and unable to hire anyone living outside the UK.

**OUR OFFICE, NEAR ANGEL,
IS NEXT TO THE BEAUTIFUL
REGENT'S CANAL**





BES Staff Benefits

- 25 days annual leave (+1 each year up to a total of 30 days), plus bank holidays and additional festive leave between Christmas and New Year
- Wellbeing programme with regular activities
- Flexible/hybrid working
- Employee Assistant Programme
- Salary sacrifice pension (Employer contribution of 8% and additional individual contribution available)
- Following probation, staff are entitled to:
 - Generous personal training budget
 - Cycle to work scheme
 - Season ticket loan
- & more!

Hybrid Working

BES staff are based at least 3 days per week at our office between Old Street and Angel in London. We endeavour to make our new custom-designed office a relaxed environment, with a casual dress-code, ping-pong table, coffee machine, fruit and pastries, and regular social activities.

In July 2023 we launched an exciting trial of the '4-day Work Week', available to all interested full-time staff. Further details can be discussed at the interview stage for successfully shortlisted candidates.



Equality and Diversity

We recognise the value in having a diverse workforce, as well as the importance of creating equal opportunities for all. We welcome and encourage applications from people of all backgrounds. We select candidates based on how well they meet the criteria for the role and are committed to ensuring that applicants are treated fairly throughout the recruitment process.

More information regarding Diversity at the BES can be found [here](#) and our Equality and Diversity work can be found [here](#).

Further information

Contract: Full-time, permanent

Salary: £33,000 per annum

Working pattern: Full-time 35hrs Mon-Fri | We are currently running a trial of the 4-day work week; staff can opt to work 32hrs over 4 days each week at no loss of salary

Location: Hybrid | We ask that staff spend at least 60% of their time at our London office

Closing date: Tuesday 25th June 2024, 23:59pm.

Interviews: Thursday 11th July via Microsoft Teams

How to apply

To apply for this vacancy, please click the green button 'Apply for this job' via our recruitment portal to submit:

- Your CV - no more than 2x A4 sides detailing your education, training and work history, as well as any relevant key skills
- A covering letter - no more than 1x A4 side explaining why you wish to undertake this role at the BES
- A short question about an event you're most proud of
- Your Equality and Diversity information - this voluntary information helps us to assess the diversity of our recruitment and further improve recruitment processes in future. It has no bearing on the success of your application and is not considering as part of the shortlisting process.

