



Programmes Coordinator

The primary focus of your role will be planning, coordinating and delivering our symposia and the biennial prizegiving ceremonies. You'll also support our board and committee meetings, as well as undertaking ad hoc admin tasks.

Your role will be home-based, but will require travel within the UK around six times a year. When running symposia, which are currently held from Mondays to Thursdays in the Lake District, you'll need to stay overnight for a minimum of three nights. The half-day board and committee meetings are currently held in London and depending on how far away you live you may also need to stay overnight for these. The biennial prizegiving ceremony is also held in London. You'll be required to attend around 3-4 symposia and 2-3 committee or board meetings per year, as well as the biennial prizegiving ceremony, and during these events some evening work will be necessary. Your travel and accommodation costs will be covered by Rank Prize.

Your main responsibilities will be to:

- Take ownership of the planning and delivery of structured events and meetings, ensuring effective collaboration with trustees and senior academics to meet established goals and expectations
- Be the first point of contact for attendees and build positive relationships with all stakeholders
- Develop event plans, timelines, and checklists to ensure all tasks are completed on time and within budget
- Manage the attendee lists, including coordinating invitations and registration forms, and collating responses, providing timely updates to all stakeholders
- Produce comprehensive and well-organised documentation to serve as a reference guide for the smooth execution of the event or meeting by another team member
- Prepare all materials for the symposia, including producing booklets, name badges and agendas
- Oversee events on-site, anticipating different scenarios, and solving problems as they arise
- Brief venue staff ahead of time, ensuring events are delivered to the highest standards
- Process reimbursements for attendees in a timely manner, adhering to specific reimbursement policies based on different eligibility criteria and ensuring the accuracy and completeness of each claim

- Arrange both virtual and in-person board and committee meetings, including finding venues, arranging accommodation and group dinners, and advising on travel arrangements
- Minute the board and committee meetings
- Jointly manage the enquiries inbox, responding to queries in a timely manner
- Act on lessons learned from past events to improve future planning and delivery
- Actively seek opportunities to improve efficiency and streamline operations
- Develop a strong understanding of the different charitable activities offered by Rank Prize
- Support colleagues with administrative tasks as and when required

Our ideal candidate will have:

- Substantial experience in event and meeting planning, coordination, and delivery, encompassing all main responsibilities outlined above
- Experience of servicing meetings, including taking minutes
- A genuine enthusiasm for all aspects of event coordination
- Outstanding organisational skills, with a proven ability to effectively manage multiple priorities and meet deadlines
- Excellent oral and written communication skills, with a confident approach to working with stakeholders at all levels
- Meticulous attention to detail and a commitment to maintaining high standards
- Competence in proof-reading, formatting and ensuring the accuracy of information
- Strong problem-solving skills, with the ability to proactively identify and address potential issues
- The ability to work independently and with minimal supervision, preferably with experience of working remotely
- Strong capability in efficiently managing administrative tasks, such as scheduling, data entry, and other supportive duties, to support the team and overall operations
- A practical, efficient approach to the responsibilities
- of the role, combined with a proactive, action-oriented, and self-motivated mindset
- An enjoyment of problem-solving and improving efficiency
- Demonstrable competency across all standard IT packages
- (Desirable) a full UK driving licence and access to their own car

How to apply:

Please send us a CV (2 pages max) and a supporting statement that highlights your ability to effectively fulfil the main responsibilities of the role and how you meet the criteria for what we're looking for in a candidate.

You'll have a higher chance of being invited to interview if you show your understanding of the role and responsibilities, and include relevant examples of past experience and why you're a good match for the role. Please note that you won't need to have knowledge of nutrition or optoelectronics research.

Please note that whilst we appreciate the effort that goes into writing applications, it's clear when candidates rely on AI tools, like ChatGPT, to express their motivations for the job and appreciation for the charity. We encourage you to share your genuine thoughts, as authenticity stands out in the selection process.

If you have any questions please send an email to enquiries@rankprize.org and we'll get back to you as soon as possible.