



## **Conference Organiser and Business Development Coordinator**

Contract: Fixed Term - 12 month maternity cover  
Location: Flexible - Holborn London (In office and remote working from home)  
Hours: Full time - Monday to Friday 9.00am to 5.30pm (with some out of hours work and travel)

### **About SCTS**

SCTS is an independent self funded, not for profit professional Association that aims to support its members to reach their potential. The membership includes all healthcare professionals involved and interested in cardiothoracic surgery.

SCTS organise the largest Cardiothoracic Surgery conference in the UK that involves several parallel sessions and a large industry exhibition. This takes place once a year.

### **The role**

Working with the events organisers team to plan, manage, coordinate relationships, develop and deliver the SCTS Annual Meeting. This includes coordinating all financial and social media aspects of the conference and maximising opportunities to increase income into SCTS through the business development of sponsorship and other potential income streams.

### **Reporting**

Responsible to the Meeting Secretary as well as the Executive Committee, in particular the President, Honorary Treasurer and Honorary Secretary. Liaises, collaborates and works closely with the other members of the SCTS meeting's team to help ensure the successful delivery of the conference and other aims of the SCTS.

### **Responsibilities**

#### **Conference Organising**

- Site visit conference venue to plan for upcoming event (Some overnight stays may be required)
- Obtaining the venue floorplan for the exhibition in order to design the exhibition floorplan adding different exhibition stand packages
- Help to organise the SCTS Annual Dinner including but not limited to visiting venue, food menu tasting, sourcing entertainment ideas and planning the evening
- Work with graphic designer to create theme, graphics, flyer and tickets for SCTS annual dinner
- Collaborate & be the main point of contact with external stakeholders including sponsors and suppliers to ensure the effective delivery of the conference and exhibition.



- Work with venue and Health & Safety manager to get floorplans approved
- Source shell scheme company to supply shell scheme for exhibition
- Work with shell scheme company on build specifics for exhibition
- Liaise with external stand contractors to collect stand design plans for free builds
- Work with graphic designers creating themes & advertising material
- Set up registration tickets on registration software
- Collect event feedback and look to continually improve the event programme and delivery
- Make sure event is compliant with current regulations (Ethical Medtech)
- Liaise with event app company and provide content as well as reviewing and contributing to app design and functionality

### **Accounting - Conference**

- Create a forecast budget for all aspects of the conference
- Maintain financial budgets during the event
- Monitor progress and provide financial reporting and reconciliation against income and expenditure
- Raise customer invoices on Xero software
- Apply for grants and funding for events
- Review supplier contracts & quotes
- Regularly report the financial budget to the Meetings team

### **Business Development**

- Create sponsorship and exhibition packages for medical companies
- Explore and identify marketing opportunities for medical companies
- Explore new medical companies in the Cardiothoracic community and potential sponsors
- Create marketing campaigns and promote conference
- Approach medical companies and sell sponsorship and exhibition stands
- Maximise income through good quality content in line with membership needs
- Generate other income revenue streams for the conference and other areas of SCTS
- Liaise and maintain professional relationship with industry
- Compare & analyse past event finances and look for areas to save costs and generate income
- Generate fund raising ideas

### **Ad Hoc**

- Update content on website
- Post updates and news on website and social media
- Contribute to the weekly e-newsletter to the membership
- Sell advertising space in the Society's Bulletin



### **Meetings**

- Coordinate and attend the conference organiser's weekly planning meetings
- Attend Annual Conference (Sat-Tues)
- Attend Executive & BORS meetings where required

### **Other**

- Work as part of the whole team ensuring that help is offered to others when another member of the team is overburdened or on leave.
- Carry out from time to time and as directed, any other duties as required in addition to the above that will be both reasonable and within your capabilities.
- Ensure that at all times you take care of your health and safety and that of others by complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.

### **Knowledge, Skills, Experience**

Demonstrable experience of:

- Conference organising experience essential
- Organising exhibitions and selling sponsorship
- Budgeting & Financial Reporting
- Accounts or other financial coordination including record keeping and budget management
- Meticulous attention to detail, very organised, and able to multi-task
- Microsoft Excel skills essential
- Excellent Outlook email management, able to respond to emails in a timely manner, file emails and keep on top of inbox
- Experience and knowledge of Xero Accounting Software
- Confident in using new softwares, databases and event platforms
- Experience of working collaboratively internally and with external partners and sponsors
- Strong communication skills - written, face to face, virtually and on the phone
- Conversant with social media platforms both for communication and for monitoring
- Good at working under pressure, adaptable to last minute changes, problem solving and meeting tight deadlines