



Educational Events Co-ordinator Person Specification

Knowledge:

Essential:

- Educated to a degree level in Event Management, Marketing or Business discipline and/or have relevant experience
- A good knowledge of Microsoft Word and a working knowledge of spreadsheets, databases and PowerPoint is essential, as is a familiarity with modern office, IT systems and project management practices
- Use of online surveys and other online tools and media
- Involvement in delivery of events through webinars, video linking, e-learning and web streaming

Desirable:

- Knowledge of CPD activity
- Understanding of the Medical/Educational/Public sector or not-for-profit environment

Experience:

Demonstrable experience of organising large events and/or symposia including; all logistical arrangements as well as delegate/sponsor acquisition and budgetary control is essential.

In addition, experience of organising training courses and workshops.

Skill Set:

- Strong planning and organisational skills.
- Ability to work to strict timescales in order to meet deadlines.
- Attention to detail.
- Efficient flexibility.
- Proficiently proactive and reactive.
- Strong team-worker.
- Excellent communication skills.
- Good relationship negotiating skills.
- Customer focussed and strong ability to deal with individuals on all levels in a friendly, welcoming and helpful manner.

Job Context and Special Features

The main responsibility of the Educational Events Co-ordinator is to manage the administration and organisation of all events on the annual education calendar. The education and training function within the College is an expanding and developing one, requiring a considerable commitment to teamwork and a positive response to change.

In addition, the Educational Events Co-ordinator will also promote membership of the College and the benefits of joining the organisation.

When an event is running, the Educational Events Co-ordinator will be expected to work the hours required to be on site for the duration of the event. This will require early morning starts, working through lunch breaks and late evenings, although not all these unsociable hours necessarily relate to all events.