February 2022

Dear Applicant,

RE: Events Coordinator (Maternity Cover)

Thank you for your interest in working for The Royal College of Pathologists. Pathology is at the heart of modern healthcare. Pathologists work to prevent, diagnose, treat and monitor diseases and are involved in the diagnosis of disorders affecting every organ of the body, from before birth to after death. The majority of tests requested by doctors will be performed and interpreted by a clinical scientist or medically qualified pathologist.

This is an exciting opportunity to join a small team delivering a busy schedule of professional events for a leading medical organisation. The Royal College of Pathologists has a successful programme of virtual and in person conferences, webinars and member events to support our members' learning. The College building hosts a modern suite of conference rooms with quality catering for in person events.

We are looking for an experienced individual to support the Events Manager to provide services to our members.

There is a need for an experienced individual to take responsibility for the planning and delivery of designated virtual and in person events for the College. This is a role covering all aspects of the planning and delivery of specific events in the College's programme, including CPD webinars and conferences as well as College. This requires attention to detail as well as being able to prioritise and work in a busy environment.

Successful applicants must be able to demonstrate significant experience in an events management role delivering physical and digital events, including working with presenters and partners to plan and deliver events. A commitment to customer service and flexibility (requirement for occasional evening and weekend work) will be something that comes naturally.

To apply, please send a CV and completed supporting information form to recruitment@rcpath.org. The deadline for applications is 9am Monday 28th February 2022. Applications will be considered on a rolling basis, so early applications are highly encouraged as applications are shortlisted and interviews are taking place on an ongoing basis.

Currently, interviews are scheduled to take place on 8 and 9 March 2022.

If you apply for the post, I would be grateful if you would complete an optional anonymous diversity monitoring questionnaire to enable the College to monitor the diversity of applicants: RCPPath Diversity Monitoring Questionnaire

If you would like to speak to someone about the role, please contact HR in the first instance on 020 7451 6700, or via recruitment@rcpath.org.

I look forward to receiving your application.

Yours sincerely,

Kristen Pontello
Events Manager
Events Coordinator (Maternity Cover)
Fixed Term Contract

Job description

Reporting to: Events Manager

Working hours: Full time 35-hour week (excluding lunch hour) Monday to Friday but some out-of-hours work will be required.

Location: The Royal College of Pathologists, 6 Alie Street, London, E1 8QT any of the place(s) of business of the College as determined from time to time. Remote Working is also facilitated with hybrid working arrangements currently in place.

Contract: This role is a maternity cover and will be offered on a temporary contract to last up to 9 months with possible extension to 12 months.

Introduction

The College is a professional membership organisation dedicated to the advancement of the science and practice of pathology. There are currently approximately 11000 members, all of whom are pathologists based in hospitals, universities and laboratories in the UK and overseas. The College’s main tasks are to set and maintain training standards for doctors and scientists, to advise on the appointment of consultants, to ensure the membership is kept up to date with current practice through the continuing professional development scheme, and to promote the latest developments in pathology by holding scientific meetings.

The College’s mission is to promote excellence in the practice of pathology and to be responsible for maintaining standards through training, assessments, examinations and professional development.

Department/Team

The Events Coordinator is a member of the Corporate Services department which provides the College with support for the following activities and functions:

- Human Resources & Personal Development
- ICT & Management of CRM database
- Facilities Management
- Events Management and Academic meetings for College and associated organisations
- Governance & Committee Services
- Member and Regional engagement
**Main Purpose**

The purpose of role is to coordinate, organise and facilitate internal College activities providing

- administration for College conferences and events both virtually and face to face
- promotion and marketing of College Academic Activities and conferences and symposia
- management of College events such as ceremonies and dinners

**Key duties**

The detailed planning of individual events is carried out by the Events Coordinator, working under guidance from the Events Manager according to an agreed schedule. The Events Coordinator will manage the setup and delivery of individual events according to plans provided by the responsible conference or event organiser.

**Conferences/ Events**

- event planning, setup and delivery
- providing booking and registration and support for speakers and visitors to Academic Activities and conferences and symposia
- prepare agendas and circulating papers for meetings with organisers as required, taking minutes and follow up action
- promote events using publicity material, website and social media
- processing applications for College conferences, producing registration lists, name badges, CPD certificates and registering attendees on site
- manage the budget for each event; taking into account expenditure such as venue hire costs, speakers' travel, and income which is derived from registration fees and sponsorship.
- ensure that all speakers and organisers are supported in their role by meeting their requirements for hotel accommodation, AV support, preparation of delegate packs
- prepare letters of thanks to speakers, ensuring payment of all accounts and reimbursement of expenses
- evaluate each conference through delegate satisfaction surveys, by assessing various factors such as the facilities, learning outcomes, to consider the impact and legacy.
• reporting on success of Academic Activities and conferences and symposia
• manage conference KPIs and processing relevant statistics for reporting to relevant boards

College internal events
• planning the arrangements for College internal functions including new Fellows ceremonies and dinners; the Annual House Dinner, the Annual Dinner; Executive Committee dinners; the staff Christmas lunch and various ad hoc functions
• liaising with the membership department to ensure that they produce certificates for Fellowship in good time for ceremonies, and are posted to those not attending
• liaising with the florist and the photographer as and when required
• preparation of publicity material for the internal events programme
• management at the event of any registration and support for speakers and visitors

General duties
• Keep abreast of relevant research and developments within own professional field.
• Undertake any other duties and responsibilities as requested which are commensurate with this role.
• Throughout the period of the forward plan to continue to deliver high quality support & services to enable effective and efficient delivery of College operations

Specific duties
• Attendance at conference venues across the UK to register conference delegates, provide on-site event management. Attendance will entail travel and possibly an overnight stay.
• Occasional shift working and outside of agreed hours where events require it.
• Provision of AV support where required for conferences and internal events

Scope and accountability
The Events Coordinator is responsible for planning and prioritising their own tasks to meet strict deadlines of the College conferences, internal events and external events.
• The post holder plans conferences up to 12 months in advance by working with the clinical organiser, taking into account how to maximise attendance via publicity, liaising with identified sponsors and awareness of publication of latest guidelines, etc. Planning the venue arrangements includes taking into account expected numbers of attendees. The Events Co-ordinator will resolve standard problems personally, referring more complex problems to their line manager.
• The Events Co-ordinator is responsible for ensuring hotel accommodation and speaker’s expenses fall within the College expense policy and work to budget within the marketing spend for each conference
• Responsible for maintaining and updating the Conference bookings on the website and is responsible for data entry, maintaining accuracy and running queries on the Open Engage database and providing reports that monitor success or feedback on the events.

Key relationships
• As one of two Events Coordinators, it is essential to work closely with the other Events Coordinator and through sharing of knowledge and planning, be able to deputise or assist if needed for a specific event.
• The Events Coordinator works co-operatively with colleagues in all departments of the College, by providing advice on departmental events, sourcing venues etc. whilst taking into account competing budgetary, location and logistical considerations.
• The Events Coordinator liaises with organisers and manages reasonable expectations which could include the expected outcomes for registration, marketing and sponsorship.
• The Events Coordinator works closely with 'events@no6' / Vacherin personnel on all aspects of meeting arrangements and catering
## Events Coordinator
### Person specification

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<th>Requirements</th>
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<tr>
<td><strong>Qualifications / Experience / Knowledge</strong></td>
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<tr>
<td>Relevant experience of managing for events, conferences and meetings (virtually and face to face)</td>
<td>✓</td>
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<td>Experience of arranging services for events (catering and other services)</td>
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<td>Experience of customer service</td>
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<td>Experience of administration of budgets and operational processes</td>
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<td>Experience of managing publicity (online and offline) and social media</td>
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<td>Experience of operating AV equipment for events</td>
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<td>Experience of working in a medical education environment.</td>
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<td>Experience of charity, NHS, membership or not-for-profit organisations</td>
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<td><strong>Skills / Abilities</strong></td>
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<td>Ability to communicate with a wide range of people in a professional manner (written and verbally)</td>
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<td>Deal with confidential information in a professional and customer-friendly manner</td>
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<td>Good IT skills and able to use IT systems to manage the delivery and efficiency of events, especially with MS Office suite</td>
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<td>Proven ability to prioritise own workload and to meet deadlines</td>
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<td>Good planning skills</td>
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<td>Ability to use own initiative</td>
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<td>Ability to multi-task and have excellent organisational skills, with a keenness to improve processes</td>
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<td>Ability to work as part of a team and carry out routine tasks</td>
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<tr>
<td><strong>Qualities</strong></td>
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<td>Take responsibility both individually and as part of a team</td>
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<td>Commitment to a customer focused culture</td>
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<td>Flexible (requirement for occasional evening and weekend work)</td>
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<td>Resilient and calm under pressure.</td>
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Working for the Royal College of Pathologists

We offer a supportive working environment, promoting values of quality service, teamwork and partnership. We offer the following benefits to employees:

**Competitive Salary**
The salary for this Grade 3 role is circa £32,164 per annum with competence-based pay progression and depending on experience.

**Hours**
Standard working hours are 35 hours per week, Monday to Friday, 7 hours per day (excluding lunch hour).

**Annual Leave**
25 days per annum, plus bank holidays, increasing with length of service.

**College Closure Days**
The Trustee Board every July decides whether it will close the College between Christmas and New Year.

**Employee Discount Scheme**
The College has an employee discount scheme operated through Reward Gateway. This scheme offers employees discounts and cashback with major retailers.

**Pensions**
Employees will join the College pension scheme.

**Interest-free season ticket loan**
You may apply to the College for an interest-free loan to purchase an annual season ticket.

**Cycle to work scheme**
The College offers an interest free loan as part of our cycle to work scheme.

**Employee Assistance programme**
Through this programme employees have access to a confidential counselling service, health advice, emotional support as well as a comprehensive occupational health service.

**Learning and Development**
The College offers learning and development opportunities for all members of staff.

**Maternity Pay**
Enhanced maternity pay, with up to 8 weeks at full pay, and 18 weeks at half pay.

**Paternity Pay**
Two weeks full pay.

**Flexible Working**
Flexible working is supported.

This is an example of current benefits provided, subject to eligibility requirements, and it is not contractual.
The College’s values and behaviours set out the kind of organisation we are, what is important to us collectively, and how we work to achieve success. They apply to staff members, honorary officers and volunteers. We also share our values and behaviours with contractors and others working within the College.

We achieve excellence by working together.

- We collaborate, share knowledge and communicate plans.
- We involve the right people at the right time.
- We work cohesively towards common goals.
- We value diversity and the contribution and expertise of others.
- We provide, seek and act on constructive feedback.
- We approach tasks with energy and focus on positives.

We support members to deliver the best patient care.

- We provide a welcoming, consistent and professional service.
- We listen to our members to understand and respond to their needs.
- We deliver impartial and accurate information and advice.
- We seek opportunities to improve the value of benefits for all membership categories.
- We are positive, open and transparent.
- We are reliable, delivering within agreed timescales.

We aspire to provide the best quality services and lead innovation for pathology.

- We are resilient and determined.
- We take managed risks and learn from our mistakes.
- We take a proactive and solutions-focused approach to our work.
- We use innovation and creativity to improve the quality and efficiency of our work.
- We are committed to continuous learning and development.