February 2022

Dear Applicant,

RE: Events Manager (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 manage 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.

There is a need for an experienced individual to manage the planning and delivery of a range of virtual and in person events for the College. This is a multi-level role covering all aspects from developing strategic and individual event programmes with College members to hands on delivery and will manage two Events Coordinators to achieve this. Our events include CPD webinars and conferences as well as College ceremonies and 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 partners to plan and deliver events. Essential parts of the role are the management of budgets, projects, line management and collaboration with colleagues to develop content. 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 11 and 15 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,

Nigel Pollard
Director of Corporate Services
Events Manager (Maternity Cover)
Fixed Term Contract

Job description

Responsible to: Director of Corporate Services

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

Responsible for: 2 x Events Coordinators

Location: The Royal College of Pathologists, 6 Alie Street, London, E1 8QT
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

The College is a professional membership organisation dedicated to the advancement of the science and practice of pathology. There are currently approximately 10,500 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 Manager is a member of the Corporate Services department which provides the College with support for the following activities and functions:
- Human Resources & Personal Development
- ITC & Management of CRM database
- Facilities Management
- Conferences and Events Management
- Governance & Committee Services
- Regional engagement
Main Purpose

As maternity cover, the role will require a combination of practical hands-on event management, planning of future events, line management of the Events coordinators and department management. The College is celebrating its’ 60th. Jubilee and there is a requirement to ensure delivery of a number of key events to support this programme.

The main purpose of the role will be to oversee and manage College conferences and events primarily:

- Conferences and Symposia (Both face to face & virtually)
- Ceremonies and Dinners
- PCO serviced events (Professional Conference Organisation)

- Ensure a high level of customer service at all conferences and events
- Work with College committees to create new conferences and virtual events, covering all specialties
- Management of the two Events Coordinator, volunteers, and contractors to deliver the events

Key duties:

The role will have oversight of all academic activities events and conferences; allocating the detailed planning and delivery of individual events to the events coordinator(s) as well as having personal responsibility for the planning and delivery of individual events to be delivered by the team. The postholder is responsible for all event processes and procedures, including budgeting and finance, promotion and communication, customer service, supplier management, monitoring and evaluation, and annual planning. The role will provide expertise, formal and informal advice about all types of event management to SAC meeting leads, College staff and Officers and PCO clients to ensure appropriate delivery of and continuous improvement in the development of College-organised events.

Conferences / Academic Activities

- Comprehensive event planning, organisation, set up and delivery of allocated events. This includes virtual, face to face and hybrid events.
• Ensuring the continued development of virtual event capability, primarily via Zoom
• Providing guidance and advice on logistics, venue management and the delivery of a variety of events to SAC meeting leads, College staff and Officers and PCO clients.
• Maximising revenue and minimising costs (whilst ensuring quality standards).
• Planning CPD accreditation as required with the Professional Standards team.
• Negotiating for sponsorship from external companies to provide additional funding for College conferences.
• Ensuring payment of all accounts and reimbursement of expenses as required.
• Ensuring that all speakers and organisers are supported and advised in their role by the Event Coordinators.
• Working collaboratively with internal College departments to support, advise and enable events in line with College standards and best practice.
• Liaising with the florist and the photographer as and when required.

Promotion of College conferences

• Developing and implementing promotional material and communications for conferences and symposia.
• Ensuring the conference pages of the College website are accessible and up to date and, with the College social media channels, used as tools to actively promote College conferences and encourage attendance to Fellows and the public.
• Keeping abreast of similar conferences run by other organisations, including Medical Royal Colleges, networking with external colleagues as required to share best practice.
• Advising and enabling speakers to create short videos to aid promotion of their event.
• Utilising the contacts of conference speakers in line with GDPR regulations to advertise events.
• Working to the allocated advertising budget to secure external advertising.

Development of conferences

• Working with the Vice President for Learning, and the Director of Corporate Services to develop and implement strategic plans that engage with members in a range of on-site, online and hybrid events.
• In line with the Academic Activities strategy, continuing to encourage and advocate for the use of streaming, webinars, and podcasts for College conferences, reviewing and advising on logistics as required.
• Evaluating and assessing the experience and feedback results of conferences, implementing changes and improvements as required.
• Developing and maintaining efficient processes to deliver college conferences and functions to a high standard
• Working with the events team to prepare for and problem-solve capacity restraints or drive increased attendance.
• Being able to clearly understand and translate the needs of the audience to enable appropriate educational experiences and programmes.
• Ensuring that Committees and SAC Meeting Leads remain current and focused, by advising on the importance and value of College Academic Activities.
• Regularly communicating with the Director of Corporate Services and programme organisers on ongoing programme enhancements, project updates and challenges.
College internal functions

- Managing the arrangements for high profile College internal functions including new Fellows ceremonies; annual summer school, the Annual Dinner; Executive Committee dinners; the staff Christmas lunch and various ad hoc functions advising Officers as necessary. (2022 also includes a number of Jubilee events)
- Liaising with the membership department to ensure that they produce certificates for Fellowship in good time for ceremonies.
- Liaising with the florist and the photographer as and when required
- Assisting in preparing publicity material for the internal events programme.
- Ensuring appropriate communication to staff and guests.

Management of Event Coordinators

The post has line management responsibility for the two Events Coordinators, which includes:

- Recruiting, inducting, supporting, and managing performance, in line with College policies and procedures.
- Managing and developing individual performance and support continuous professional development including conducting 1-2-1s and performance management reviews.
- Planning appropriately to deliver supported events within budget and to time.
- Planning and problem solving for the department to develop new processes or procedures for service and/or effectiveness.
- Managing any temporary support staff as appropriate.

Budgeting

- Working with the Director of Corporate Services to plan the annual income and expenditure budget for conferences and college functions.
- Managing the conference budget including management of each event; taking into account expenditure such as venue hire costs, speakers’ travel, licence fees, marketing spend and income which is derived from registration fees and sponsorship.
- Ensuring hotel accommodation and speakers’ expenses fall within the College expense policy.
- Advising on ways of reducing spend on conferences without impacting on service standards.

General Duties

- Overseeing the development of the College website pertaining to Conferences, including integration with the College database.
- Keeping abreast of relevant research and developments within own professional field.
- Undertaking any other duties and responsibilities as requested which are commensurate with this role.
- Commitment to College values and behaviours and staff service standards
- Working in accordance with College policies, including data protection and equal opportunities policies

Specific Duties
• Attending conference venues across the UK to register conference delegates and provide on-site event management as required. Attendance will entail travel and possibly an overnight stay.
• Occasional shift working and outside of agreed hours where events require it.

Scope and Accountability

• The Events Manager is responsible for planning and prioritising their own tasks to meet strict deadlines of the College conferences, internal events, and external events, as well as planning and monitoring the work of the Events team.
• The Events Manager drafts and develops the work plan for the department based on strategic goals.
• The Events Manager plans conferences typically up to 6 months in advance by working with and advising the medical organiser, taking into account how to maximise attendance via publicity, liaising with identified sponsors and awareness of publication of latest guidelines, etc.
• The Events Manager books the venue including taking into account expected numbers of attendees, in order to maximise ROI of hiring external venues.
• The Events Manager is required to report on the work of the two Events Coordinator to the Director of Corporate Services on work plans and forward planning.
• The Events Manager will take responsibility for resolving problems and providing help and advice relating to different areas of work across the events team, supporting the Events Coordinator, with the Events Manager solving complex problems.
• The Events Manager maintains and updates the conference bookings on the College website and is responsible for data entry, maintaining accuracy and running queries on the College database.
• The Events Manager contributes to the implementation of strategic priorities and annual plan alongside the Director of Corporate Services.

Key Relationships

• The Events Manager works closely with the members of the Facilities Team including the Director of Corporate Services.
• The Events Manager works closely with the SAC meeting leads for Academic Activities and the Vice President for Learning in relation to reports to Council and Trustees on forward planning.
• The Events Manager works co-operatively with colleagues in all departments of the College, by providing advice on departmental events, advising on the most appropriate method of delivery, sourcing venues etc. whilst advising on budgetary, location and logistical considerations.
• The Events Manager advises organisers, managing reasonable expectations which could include the expected outcomes for registration, marketing and sponsorship.
• The Events Manager works closely with external venue personnel on all aspects of venue hire and requirements.
• The Events Manager will develop relationships and network with external organisations to enable joint working.
• The Events Manager will work closely with Events@No6 staff on all aspects of meetings arrangements and catering at 6 Alie Street.
• The Events Manager will travel to various venues within the UK for events as required.
The Events Manager will prioritise and manage plans that may have an impact on the College and the department, reporting on progress to the Director of Corporate Services as necessary.

The Events Manager will take decisions on strategic and operational issues within the department and contribute to decision making within Corporate Services. The role requires expertise to provide operational support by advising and influencing a range of individuals.
Events Manager
Person Specification

### Qualifications / Experience / Knowledge

<table>
<thead>
<tr>
<th>Requirement</th>
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<tbody>
<tr>
<td>Educated to A level standard or equivalent</td>
<td>✓</td>
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<tr>
<td>Relevant experience of events management (ideally in an academic or professional setting)</td>
<td>✓</td>
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<td>Experience of budgeting and planning income generation</td>
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<td>Knowledge of continuous professional development (CPD) activities</td>
<td>✓</td>
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<td>Experience of managing, leading, and developing staff</td>
<td>✓</td>
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<tr>
<td>Experience of the promoting and marketing of events</td>
<td>✓</td>
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<td>Customer service</td>
<td>✓</td>
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<tr>
<td>Experience of working for a professional body, in a medical education environment, healthcare or charitable sector</td>
<td>✓</td>
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### Skills / Abilities

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<tr>
<th>Skill / Ability</th>
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<tr>
<td>Accuracy and attention to detail.</td>
<td>✓</td>
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<tr>
<td>Planning skills, especially with regard to events and supporting services and documentation</td>
<td>✓</td>
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<tr>
<td>Ability to develop and / or manage organisational processes and budgets</td>
<td>✓</td>
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<td>Ability to manage a complex and varied workload and working to fixed deadlines with minimal supervision.</td>
<td>✓</td>
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<td>Ability to form good working relationships at all levels and liaising with externally based professionals and service providers.</td>
<td>✓</td>
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<tr>
<td>Experience of leading and motivating a team.</td>
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<tr>
<td>Ability to work constructively as a team member</td>
<td>✓</td>
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<tr>
<td>Excellent written and oral communication skills.</td>
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<tr>
<td>Good time-management skills, with an ability to set and work to fixed deadlines.</td>
<td>✓</td>
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<tr>
<td>Excellent IT skills with a track record of using IT to improve the delivery and efficiency of events, especially with MS Office suite and virtual meeting software</td>
<td>✓</td>
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### Qualities

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<tr>
<th>Quality</th>
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<tbody>
<tr>
<td>Commitment to a customer focused culture</td>
<td>✓</td>
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<tr>
<td>Maintain confidentiality</td>
<td>✓</td>
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<td>Passionate about quality.</td>
<td>✓</td>
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<td>Highly self-motivated.</td>
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<td>Flexible (requirement for evening and weekend work)</td>
<td>✓</td>
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<tr>
<td>Resilient and calm under pressure.</td>
<td>✓</td>
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<td>Commitment to equal opportunities</td>
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<td>Positive attitude and promotes a positive approach within an organisation</td>
<td>✓</td>
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<tr>
<td>Commitment to equality and diversity and understanding of how this would apply to own role and responsibilities</td>
<td>✓</td>
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</table>
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:

<table>
<thead>
<tr>
<th>Benefit</th>
<th>Description</th>
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<tbody>
<tr>
<td>Competitive Salary</td>
<td>The salary for this Grade 5 role is circa £46,657 per annum with competence-based pay progression and depending on experience.</td>
</tr>
<tr>
<td>Hours</td>
<td>Standard working hours are 35 hours per week, Monday to Friday, 7 hours per day (excluding lunch hour).</td>
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<tr>
<td>Annual Leave</td>
<td>25 days per annum, plus bank holidays, increasing with length of service.</td>
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<tr>
<td>College Closure Days</td>
<td>The Trustee Board every July decides whether it will close the College between Christmas and New Year.</td>
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<tr>
<td>Employee Discount Scheme</td>
<td>The College has an employee discount scheme operated through Reward Gateway. This scheme offers employees discounts and cashback with major retailers.</td>
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<tr>
<td>Pensions</td>
<td>Employees will join the College pension scheme.</td>
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<tr>
<td>Interest-free season ticket loan</td>
<td>You may apply to the College for an interest-free loan to purchase an annual season ticket.</td>
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<tr>
<td>Cycle to work scheme</td>
<td>The College offers an interest free loan as part of our cycle to work scheme.</td>
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<tr>
<td>Employee Assistance programme</td>
<td>Through this programme employees have access to a confidential counselling service, health advice, emotional support as well as a comprehensive occupational health service.</td>
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<tr>
<td>Learning and Development</td>
<td>The College offers learning and development opportunities for all members of staff.</td>
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<tr>
<td>Maternity Pay</td>
<td>Enhanced maternity pay, with up to 8 weeks at full pay, and 18 weeks at half pay.</td>
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<tr>
<td>Paternity Pay</td>
<td>Two weeks full pay.</td>
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<tr>
<td>Flexible Working</td>
<td>Flexible working is supported.</td>
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</table>

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.