



## Microbiology Society – Job Description for:

Job Title: **Conferences and Events Officer**  
Reports to: Conferences and Events Manager  
Location: 14-16 Meredith St, London, EC1R 0AB

### 1.1 About us

The Microbiology Society is a membership charity for scientists interested in microbes, their effects and their practical uses. It is one of the largest microbiology societies in Europe with a worldwide membership based in universities, industry, hospitals, research institutes and schools.

Our members have a unique depth and breadth of knowledge about the discipline. The Society's role is to help unlock and harness the potential of that knowledge.

Read more about our mission and values at [microbiologysociety.org](http://microbiologysociety.org)

### 1.2 About you

The Conferences and Events Officer is responsible for supporting the delivery of the Society's conferences and events programme in support of the microbiology community, working closely with colleagues, external stakeholders and our members.

The postholder will contribute to and support the Head of Conferences and Events in the delivery of all of Council's strategic objectives and particularly in relation to enabling our members to strengthen their existing relationships and gain access to new communities, maximising national and international networking opportunities.

### 1.3 Duties

Reporting to the Conferences and Events Manager, the Conferences and Events Officer will have responsibility for supporting the delivery of the Society's full programme of events, as allocated by the Head of Conferences and Events, including:

- Annual Conference
- Focused Meetings
- Federation of Infection Societies Annual Meeting
- Early Career Microbiologists' Forum Summer Conference
- Society Showcase and Annual General Meeting
- Scientific Seminar Series
- Society Roadshows and other Society-led events.

Key responsibilities will include (but will not necessarily be limited to):

- Delivering aspects of the Society's conferences and events programme as allocated by the Head of Conferences, including organising venues, liaising with speakers, coordinating

abstract submissions and review processes, registering delegates, accounting for income and expenditure, producing promotional material including the programme booklets etc.

- Working across the organisation to deliver the operational aspects of the following Society-led events, as allocated by the Head of Conferences and Events: Early Career Members' Forum Summer Conference, Society Showcase and Annual General Meeting, Society Roadshows and other events that arise and fall into this category
- Implementing appropriate evaluation methods for all conferences and events and contributing to evaluation reports to determine how future events and activities could be improved
- Working closely with marketing and communications to develop effective PR, sponsorship, social media and other branding opportunities that drive awareness of the Society's conferences and events programme, contributing to *Microbiology Today* and the Society's digital platforms to promote the conferences and events programme and its impact
- Building strong and productive relationships with members, conferences and events delegates, partner organisations and other key stakeholders of the Society
- Monitoring expenditure for conferences and events in collaboration with the Conferences and Events Manager
- Other duties as determined by the Conferences and Events Manager from time to time

#### **1.4 Knowledge and Skills**

##### **Essential**

- Degree or equivalent experience
- Some experience working in large scale events organisation
- Ability to build effective relationships with key individuals and stakeholders at all levels, including volunteer scientists on committees
- Sound problem-solving skills and ability to find creative solutions
- Experience with monitoring budgets and expenditure
- Ability to co-ordinate conflicting priorities, work accurately and to tight deadlines
- Excellent communication skills both written and oral
- Excellent administration skills with proven ability to take accurate and informative meeting minutes
- Excellent working knowledge of Microsoft Office Applications and experience of using database systems

##### **Desirable**

- Knowledge of membership organisations
- Experience of organising scientific conferences
- Knowledge of and/or interest in the science of microbiology
- Experience of running online/virtual events