

Microbiology Society – Job Description for:

Job Title: Conferences and Events Manager
Reports to: Head of Conferences and Events
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

1.2 About you

The Conferences and Events Manager is responsible for 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 Head of Conferences and Events and overseeing Conferences and Events Officers, the Conferences and Events Manager will have responsibility for 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
- Society Roadshows and other Society-led events.

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

Strategic

- Supporting the Head of Conferences and Events with the delivery of the conferences and events programme, helping to ensure that the breadth of the full programme demonstrates the importance of microbiology by bringing together and empowering communities that shape the future of microbiology, which directly supports the Society's strategy
- Working with the Scientific Conferences Panel, Divisions and Editorial Boards to ensure the full conferences programme delivers on the Society's strategic objectives, increasing the involvement of underrepresented groups of microbiologists and engagement and collaboration opportunities
- Exploring opportunities for increasing income through conferences and events, as well as continuing to reduce expenditure where possible, to reinforce longer-term sustainability
- Building strong and productive relationships with members, conferences and events delegates, partner organisations and other key stakeholders of the Society
- Preparing budgets and managing expenditure for conferences and events in collaboration with the Head of Conferences and Events

Operational

- Managing the delivery of 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 manage delivery of 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
- 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
- Line management of the Conferences and Events Officers
- Other duties as determined by the Head of Conferences and Events from time to time

1.4 Knowledge and Skills

Essential

- Degree or equivalent experience
- Significant relevant experience working (approximately five years' at least) working in large scale events organisation and management

- Some experience of allocating resources effectively and managing budgets
- Credible and able to build effective relationships with key individuals and stakeholders at all levels, including volunteer scientists on committees
- Excellent problem-solving skills and ability to find creative solutions
- Leadership and people management skills to motivate, coach and develop team members for high performance
- Project management experience with the 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