The British Geriatrics Society is a registered charity aiming to improve the healthcare of older people. It is the professional association for NHS doctors, nurses and other healthcare specialists engaged in the treatment and care of older people across the UK, with over 4,000 members. BGS conferences attract hundreds of delegates, cover the latest advances in research and showcase the best in clinical quality for improving healthcare of older people.

**Job title:** Conferences and Region Development Manager

**Reporting to:** Director of Learning and Professional Development

**Salary:** £38,489.73 per annum (grade 2.1), rising by annual increments

**Benefits:** 11% employer pension contribution; 29 days annual leave (plus bank holidays)

**Base:** TheBritish Geriatrics Society’s office in Farringdon, London EC1. In line with the BGS flexible working policy, arrangements to work from home on a regular basis may be agreed. Occasional UK travel with overnight stays may be required, with very occasional evening work supporting delivery of events.

**Context of the Role:**

A core strategic aim of the BGS is to support the professional development of its members and other healthcare professionals. Our conferences are central to this objective and are a key benefit for members. Conferences are an important opportunity to showcase the speciality and the healthcare of older people. They contribute around a third of the Society’s annual income.

Since the start of the Covid pandemic, the Society has switched from face-to-face to online events. Although we hope gradually to reintroduce a face-to-face experience for delegates, we will continue to deliver and grow our digital conferences. **Here is a short video about BGS conferences:** [**https://vimeo.com/442992853**](https://vimeo.com/442992853)In addition to running a range of conferences nationally and focusing on sub-specialties like movement disorders, falls and cancer, we are developing more regional educational conferences and social opportunities. This role will take the lead in coordinating support for the 14 England regions – building the regional BGS community through conferences, information-sharing and connections.

**Overall purpose:**

To plan and deliver the Society’s specialist medical conferences, in collaboration with the Director of Learning and Professional Development and the Conferences Administrator.

To support professional development, connections and communication in the BGS England regions.

**Main duties and responsibilities:**

You will lead on pre-conference preparation and on-the-day delivery of BGS conferences, supporting the Director of Learning and Professional Development in delivering the overall learning strategy which supports BGS members’ continuing professional development (CPD). You will take the lead for operational and logistical planning, budgeting, preparation and digital/live delivery of up to 40 educational opportunities annually, across our portfolio of hybrid and digital conferences and webinars. These range from one-hour webinars, through to three-day national meetings (currently delivered fully digitally, but expected to be delivered in a hybrid format from 2021). You will be supported by the Conferences Administrator.

You will also lead on developing the local regional network in the 14 English regions, helping to strengthen local partnerships and increase local learning and networking opportunities for healthcare professionals. This is a relatively new aspect of the role aimed at delivering the BGS Strategic Plan priority of strengthening BGS connections, activities and professional development at a regional level.

Your responsibilities will include:

*Conferences and webinar management*

* Project manage conference planning and delivery of the BGS conferences portfolio, for both online and in-person educational opportunities
* With the Director of Learning and Professional Development, prepare and monitor budgets for all conferences
* Lead on communications and logistics with speakers, staff and other contributors
* With the Director of Learning and Development, provide high quality customer support to ensure participants enjoy a reliable, engaged experience whether joining digitally or in-person
* Manage contracted providers in their service delivery and oversee temporary staff onsite and providing digital support at conferences
* Negotiate and prepare contracts with suitable venues and suppliers for BGS conferences
* Lead on the development of social sessions at BGS conferences, both virtual and face-to-face.
* In collaboration with the Communications, PR and Media Manager, develop marketing campaigns to promote BGS conferences
* Contribute to the future development of the conferences service and to the Society overall
* Support colleagues in the conferences team as required

*Development of the England regions*

* Lead on strategic and long-term development of region activity and proactively support BGS members who serve on region committees
* Advise BGS England Council and region committees on developing their areas
* Work with region committees to support planning and delivery of region meetings, both virtual and face-to-face
* Coordinate with colleagues and members of region committees the provision of information, peer support, engagement, communications and connections within the region
* Oversee constructive information exchange to and from regions about the Society’s work
* Other tasks as directed

*This is a description of the job as it is at present. It is the practice of the Society to review job descriptions from time in consultation with the post holder.*

**Person specification**

**Essential Experience:**

You should have experience in **two or more** of the following three areas:

* 3-5 years’ previous experience delivering conferences in the charitable or health sectors
* Experience of using CIVI CRM, or other similar CRM system
* Experience in developing and delivering online events

**Essential skills and competencies:**

* Excellent communication skills and the ability to communicate with people at all levels, both verbally and in writing
* Teamworking skills, and ability to support others to achieve common goals
* Good personal organisation skills, time management, attention to detail and ability to prioritise
* Full competence in MS Word, MS Excel, databases and email.
* Ability both to work independently, and to work as part of a small team
* Ability to solve problems pragmatically and creatively
* Interest in older people’s healthcare

**Desirable:**

* Degree-educated
* Experience in budgeting and financial management
* Knowledge of InDesign, Adobe Creative Cloud Suite or other comparable design software

BGS August 2020