**Professional Development Conference Manager**

**Role Description**

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| Author: | Charlotte Brooks – UK Vice-Chair (Training) |
| Contributors: |  |
| Version: | 1.0 | Status: | UK Exec Agreed. |
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| Consultation: | UK Executive UK Committee | 20192019 | ☑☑ |

**HELOA**

**CONFERENCE MANAGER x 1 Vacancy**

**DESCRIPTION OF ROLE**

**Purpose of the Role**

The provision of Training team is considered by the membership as one of the key areas that the Association needs to deliver. The Association runs a number of conference events at group and national level each year, aimed at specific segments of the membership, culminating in our flagship National Conference and AGM. The ability to offer diverse and relevant conference initiatives, whilst balancing the need to develop profitable yet good value programmes is key to this role. This role is based within the UK Training team and will specifically focus on managing the Professional Development Conferences, of which the association run three one day events per year.

**Main Duties and Responsibilities**

The Conference Manager is an appointed role lasting for 3 years and the appointed person must be a member of HELOA. There are four Conference Manager Roles within the team and this role will specifically focus upon managing the logistics and elements of the administration of the Professional Development Conferences. Working closely with the UK Vice-Chair (Training) the role will create innovative, insightful and exciting conferences, appropriate to our members.

This role will specifically focus upon the organisation of three **Professional Development Conferences** per year, and you will work with the following team members below when organising conference events; UK Conference Managers (National) UK Conference Manager (New Practitioners), and UK Vice Chair (Training).

**The Conference Manager will be expected to:**

* Liaise with the Venue to secure a suitable venues for the Conferences and to manage this relationship from beginning to end of the contract.
* Oversee the implementation of the Conferences and to work closely with the HELOA Office to manage the bookings, delegate liaison and administration of the Conferences
* Submit proposals to the UK Committee for the dates and venues for the Conferences
* Prepare for the UK Committee, in consultation with the UK Vice-Chair (Training), a budget for the Conferences
* Work closely with the Marketing and Web Team in creating content for the website and marketing materials for the Conferences
* Work closely with the UK Vice-Chair (Partnerships) to gain sponsorship, where possible, for the Conferences
* Work closely with the UK Vice-Chair (Training) and the UK Vice-Chair (Partnerships) to identify potential speakers from the UK network of HELOA partnerships who can contribute to the Conferences
* Liaise with the UK Vice-Chair (Training) to ensure the Conference programmes reflect the needs of the membership.
* Provide reports to the UK Vice-Chair (Training) on current activities in time for each UK Committee Meeting, and prepare an annual report on activities undertaken.
* Undertake such additional responsibilities as periodically requested by the UK Committee.

**Person Specification**

* Have excellent organisational skills
* Have strong written and verbal communication skills
* Have excellent interpersonal and customer service skills
* Have excellent attention to detail
* Be skilled at time management as your HELOA duties will have to fit in around your day job

**Reporting Procedure**

The Conference Manager will report to the UK Vice-Chair (Training). Attendance at UK Committee meetings is encouraged (there are approximately four meetings per year) and attendance at the National Conference is compulsory.

**Remuneration**

Roles with HELOA are undertaken on a voluntary basis. HELOA covers all travel, accommodation and sustenance costs for UKC meetings. As attendance at national conference is compulsory, a free conference place will be provided each year for the duration of the role.

Please address any queries about the role to Charlotte Brooks UK Vice- Chair (Training).

Email: training@heloa.ac.uk or via telephone on 01695 657 430.