www.heloa.ac.uk

# HELOA

## Conference Manager - National Conference
## November 2026



## What is the role?

The Association runs a number of conference events at a national level each year, aimed at specific segments of the membership, culminating in our flagship National Conference.

This role is based within the UK training team and will specifically focus on supporting the organisation and delivery of the National Conference. The Conference Manager is an appointed role lasting for 3 years and the appointed person must be a member of HELOA. The ability to reflect on feedback and sector changes to ensure the conference is suitable for a wide range of HELOA members, whilst balancing the need to develop profitable yet good value programmes and events is key to this role.

## What will you get to do?

As one of two Conference Managers, this role will specifically focus on planning and running the National Conference. The elements of the role will be divided between the two roles. Working closely with the UK Vice-Chair (Training), the role will create innovative, insightful and exciting conferences, appropriate to our members and will also collaborate with the HELOA Communications and Partnerships teams during the organisation and delivery of the event. You will also work with the wider HELOA Training Team to support the delivery of various HELOA Conferences (New Practitioners' Conference/Professional Development Conference) and webinars (where required) and support our commitments in the HELOA Strategy.

## What will you learn?

- Working with internal teams and external partners to produce excellent conferences.
- Increased event management skills.
- Increased assertiveness and tactful approaches to stakeholder management.
- Project management skills.
- Enhanced sector knowledge and awareness of policy.
- Remote working and coordinating events with colleagues from all over the UK.



**The role will be expected to:**

- Oversee the implementation of the National Conference and work closely with the HELOA Office to manage the bookings, delegate liaison and administration.
- Liaise with the venue on all logistical arrangements for the National Conference, including: communicating conference schedule, room layouts, technical requirements, checking dietary requirements and food menus etc.
- Ensure delegate needs (e.g. access needs and dietary requirements) are met.
- Work closely with the HELOA Communications Team to create content for the website and delegate materials for the conference ensuring we are meeting the needs of our members as part of our Equality, Diversion and Inclusion strategy.
- Work closely with the HELOA Partnerships Team, liaising to arrange sessions, accommodation, gala dinner, the business expo etc. and advising on cost and key information for HELOA partners and sponsors.
- Liaise with all external providers for entertainment (e.g. Gala Dinner) and act as the main point of contact with the AV provider, including confirming requirements, obtaining quotes and liaising with the UK Vice-Chair (Finance & Governance) from a budgetary perspective.
- Share information with Group Chairs to support Group level engagement and delegate experiences at the conference.
- Liaise with the UK Vice-Chair (Training) to ensure the conference programmes reflect the needs of the membership and contact speakers from across the membership and external companies.
- Provide the National Conference reports to the UK Vice-Chair (Training) in time for the appropriate UK Committee Meeting.
- Undertake additional responsibilities as periodically requested by the UK Committee.



## What are we looking for?

We're looking for a motivated team player with an interest in developing training events, both in-person and virtually, who can demonstrate the following:

- Excellent organisational skills
- Strong written and verbal communication skills
- Excellent interpersonal and customer service skills
- Excellent attention to detail
- Skilled at time management to fit HELOA duties around your day job

## Reporting

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 the National Conference is compulsory, a funded conference place will be provided each year for the duration of the role.

Registered Charity numbers: 1182953 (England & Wales) and SC050285 (Scotland)



**What's it like in practice?**

**Meg James** and **Jamie Hawthorne**, the outgoing Conference Managers, share their experiences from their time in the role and the skills they have gained...



*I joined the HELOA training team with the hope of expanding my skills remit to complement my day job and to gain connections and meet people from across the HE sector. HELOA provided me with both of these things and exceeded my expectations.*

To anyone considering applying to the role, I couldn't recommend it more. Not only has the role helped me progress in my career, but I have also formed some fantastic friendships along the way.

---

*I joined the training team after attending the National Conference in Newcastle. I wanted to build on my existing skills of event planning and gain experience in new areas, particularly conferencing. What I didn't expect was just how much more I would gain from the experience.*



As someone who doesn't often get out on the road, this role has enabled me to meet new people & forge valuable connections across the sector, grow in confidence, learn from others and broaden my experience beyond my usual role. Running a National Conference is a big undertaking, but being part of such a positive and supportive team makes it incredibly rewarding. Everyone shares the same passion for supporting members, and it's great to be part of something bigger than your day-to-day role. It's an opportunity to challenge yourself, develop new skills and make a real contribution to the sector, all while having fun along the way!

For more information about the role, please contact Hannah Lockwood, incoming Vice-Chair (Training): hannah.lockwood@sheffield.ac.uk