

# HEL<sup>o</sup>A

Conference Manager (New Practitioners')  
January 2023



## What is the role?

The Association runs several conference events at group and national level each year, aimed at specific segments of the membership, culminating in our flagship National Conference and AGM. This role is based within the UK Training team and will specifically focus on managing the New Practitioners Conferences. The Conference Manager is an appointed role lasting for 3 years and the appointed person must be a member of HELOA. 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.

## What will you get to do?

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 that are new to the sector.

You will also work closely with the HELOA Training team to support the delivery of the HELOA Awards, Webinars, National Conference and our commitments in the HELOA strategy.

## What will you get to learn?

- Working with internal teams and external partners to produce excellent conferences
- Venue liaison and contract negotiation
- Budgeting to create a profitable yet good value conference
- Project managing events remotely
- How to effectively use feedback for large scale events
- Experience of remote working and coordinating events with colleagues from all over the UK



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

- Oversee the implementation of the conferences and to work closely with the HELOA office to manage the bookings, delegate liaison and administration
- Liaise with and secure suitable venues for the conferences and manage this relationship from the beginning to the end of the contract
- Prepare for the UK committee, in consultation with the UK Vice-Chair (Training), a budget for the conferences
- Work closely with the communications team to create content for the website and marketing materials for the conferences
- Work closely with the UK Vice-Chair (Training) and the UK Vice-Chair (partnerships) to identify potential speakers for the conferences
- Liaise with the UK Vice-Chair (Training) to ensure the conferences programmes reflect the needs of the membership.
- Work with the PDC conference manager and partnerships team to plan and manage the HELOA awards each year
- Undertake any such additional responsibilities as periodically requested by the UK Committee.

## **What are we looking for?**

We're looking for a motivated, team player who's interested in training events and supporting new members as they join the sector and 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 national conference is compulsory, a free conference place will be provided each year for the duration of the role.

## What's it really like?

This role has enabled to expand my own development in addition to support colleagues from across the sector. It helped to develop my organisation and time management skills as well as strategic planning and building relevant industry connections. The Training Team were very welcoming when I nervously joined and have continued to be supportive, whilst giving me space to develop my own creative thoughts. It has been an enjoyable and educational experience working as the PDC manager and would completely recommend this role to anyone who is looking at developing themselves in readiness for their next stage in their career.

Andrew Cooper, former Professional Development Conference Manager

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