

HELOA

Conference Manager - Maternity Cover
(Professional Development)
June 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 managing the Professional Development Conferences. The Conference Manager (maternity cover) is an appointed role lasting for up to 15 months 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 all elements of the event including contacting speakers, arranging the logistics and 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 and aim to ensure these are CPD accredited.

You will also work closely with the HELOA training team to support the delivery of the HELOA Strategy and support other HELOA training events such as National Conference.



What will you learn?

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

The role 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 beginning to 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 partnerships team to gain sponsorship, where possible, for the conferences.
- Work closely with the UK Vice-Chair (Training) and the partnerships team to identify potential speakers from the UK network of HELOA partners 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 conference reports to the UK Vice-Chair (Training) after each event.
- Undertake 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 and both physical and virtual events going forward 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. Attendance at National Conference is compulsory for this role, and a funded place will be provided for the duration the individual is in post.



What is being a Conference Manager like in practice?

Eve Woollett, the outgoing Conference Manager (Professional Development) shares her experiences of the role and organising the Professional Development Conference (PDC).



I would highly recommend volunteering with HELOA; you'll never feel alone as part of the training team and will get to develop your own skills as well as contributing to wider team projects such as the national conference.

My time as PDC manager has enabled me to learn from peers across the sector including understanding how a charity operates, develop my event and planning skills, and share my passion for widening participation with a wide audience of conference delegates.

For more information about the role, please contact Emily Day, Vice Chair (Training): training@heloac.ac.uk