

HELOA

Conference Manager
(Professional Development)
January 2024



What is the role?

The Association runs a number of conference events at 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 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 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 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 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?

Amie Richardson, the Outgoing Conference Manager (Professional Development) shares her experiences of the role and organising the Professional Development Conference (PDC).



Volunteering as PDC Manager has been a brilliant experience that enabled me to develop personally and professionally. Since joining the role as an assistant relatively new to the sector, I have expanded my knowledge and gone from having no event planning experience, to delivering successful conferences.

I've developed skills that have helped me progress in my career, such as creating programmes, communicating with delegates and speakers, managing in person events, and evaluating events.

I have met brilliant people while at HELOA and learnt a lot about the organisation and strategic planning. Being involved has made me a more confident person and able to progress in my career.

**For more information about the role, please contact
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