



Job description

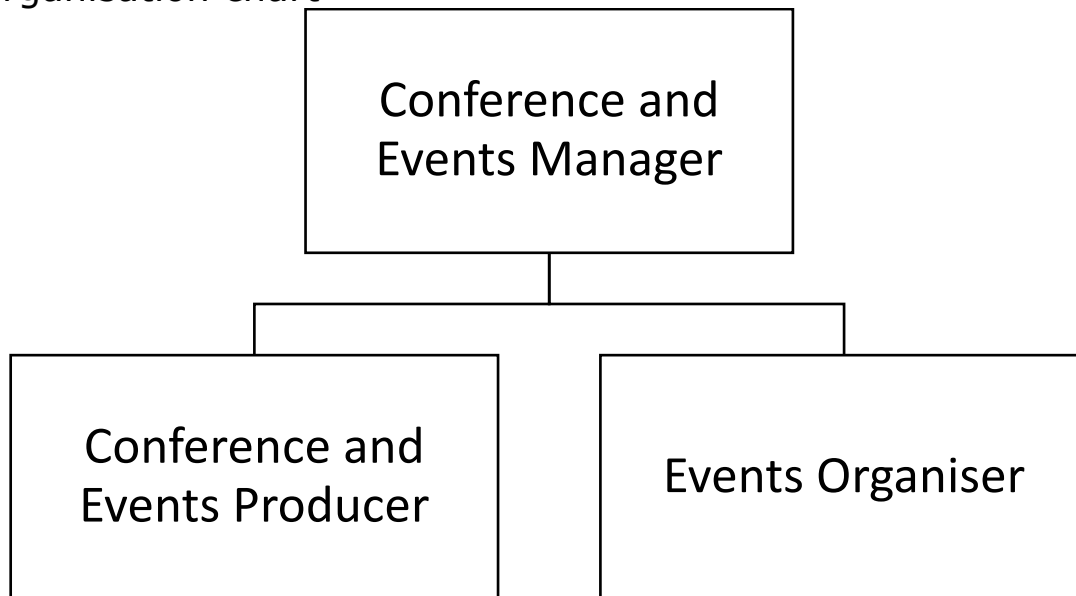
Job title:	Conference and Events Producer
Reports to:	Conference and Events Manager
Title holder:	NA
Grade:	3

Job Purpose

Reporting to the Conference and Events Manager, and working closely with other members of the events team, the jobholder is responsible for developing, delivering and administering national and regional workshops and conferences. The primary audiences for these events are CIEH members and other professionals and stakeholders in the environmental health sector. The post holder is required to help develop and deliver the event schedule, fulfilling corporate objectives, and achieve budgeted income levels. The events need to be produced to agreed sign-off timelines and keep costs within agreed budgets.

This role requires end to end event production, programming and management and includes regular use of our CRM systems (administration is c20% of the role).

Organisation chart



Key objectives

Conference and Events Producer

The events producer is expected to:

1. Work closely with teams from across CIEH to develop a comprehensive event programme designed to support our strategic objectives.
2. Research, and horizon scan, to identify new opportunities for existing and new audiences.
3. Develop event programmes and source and brief speakers and trainers to ensure a great delegate experience.
4. Liaise with the marketing and sales teams to help design campaigns which deliver expected delegate, sponsorship and revenue targets.
5. Work with other members of the events & venue team to deliver events within budget and which maximise the delegate experience
6. Provide excellent customer service to all delegates before, during and after the event.
7. Collate and send delegate packs (including creating and disseminating evaluation reports.)

Principal responsibilities

1. Liaise with appropriate internal and external stakeholders to ensure that event topics and programme content are relevant and appropriate.
2. Secure senior level speakers (practitioners, regulators, politicians and academics) across all environmental health disciplines.

3. Contribute to the development of the events business plan and budget.
4. Develop and produce an agreed number of conferences and other national and regional events to meet budget targets. This includes:
 - Writing the event programmes identifying titles, bullet point content and speakers for each session
 - Producing a detailed brief for the marketing team on the programme, target audience and routes to market identified during the research phase
 - Identifying and procuring suitable venues for events and training
 - Monitoring delegate attendance and liaising with the marketing team to identify additional marketing if required.
 - Overseeing all aspects for delegate and speaker management in the run up to, during and post event.
 - Liaising with all speakers/trainers to fulfil their requirements.
 - Managing within the budget for the event and the delivering on budget targets
5. Attend events to manage and oversee the event coordination and to manage speaker liaison.
6. Evaluate event success by creating, sending and analysing post-event questionnaires and personally attending 'pilot' events, to network and identify areas of strength and weakness and future demand.
7. Manage financial reporting ensuring all expenditure is kept within budget and provide accurate information, within agreed time frames, to contribute to budget monitoring and reporting.
8. Administration duties to support the team as a whole.

Other duties

To carry out any other duties which may be required from time to time.

Special features

1. The post holder will be required to carry out the duties of the post in accordance with the CIEH's Equal Opportunities policy.
2. The post holder may be expected to work flexibly across locations and with unsociable hours from time to time.

Person Specification

The following are essential qualities in the post-holder:

- Clear, demonstrable experience of all aspects of event development, management and production
- Previous track record of topic generation and conference programme development (for public, private and third sector audiences)
- Excellent interpersonal skills, with the ability to communicate effectively to internal and external audiences
- Experience of working with leaders and influencing high level decision makers
- Pro-active team player who excels under pressure and willingness to support the team
- Good time management skills and ability to prioritise workload and work under pressure to meet deadlines
- Experience of and managing budgets and meeting financial targets including negotiating speaker fees, venue rates and supplier contracts.
- Excellent organisational and administrative skills with a demonstrable customer focused approach and good attention to detail.
- Excellent research skills and the ability to assimilate and analyse large amounts of complex information quickly
- Excellent IT skills with knowledge of PowerPoint software, Excel and Microsoft Dynamics 365 (CRM System)

The following are desirable qualities in the post-holder:

1. Education to degree level or equivalent professional experience
2. Knowledge or experience of the policy areas and topics of interest to environmental health professionals

CIEH is an equal opportunities employer