

JOB TITLE	Events Coordinator
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RESPONSIBLE TO	Events Manager
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RESPONSIBLE FOR	n/a
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BACKGROUND
<p>This post is central to the activities of the British Institute of Radiology, which is a membership organisation, a multidisciplinary society and a registered charity. Its mission is to aim to bring together all the professions in radiology and allied medical and scientific disciplines to share knowledge, and educate the public, thereby improving the prevention and detection of disease and the management and treatment of patients.</p>

JOB SUMMARY
<p>To work in the Education Department to coordinate and deliver a portfolio of scientific events in London and across the UK. Be responsible for each allocated event from inception to delivery including managing budgets, evaluations and promotional campaigns.</p> <p>To support the education team with general administrative duties, including website management, registrations and general enquiries.</p>

KEY RESULT AREAS
<p>1. Scientific Events Co-ordination Responsible for the successful co-ordination, organisation and delivery of a portfolio of events including regional branch events (circa of 12-15 events per year). Closely working with subject specialists, meeting organisers, education team and wider BIR team.</p> <p>Additional key areas include; managing budgets, finalising programme details, completing event proposals, sourcing venues and sponsorship, pre- and post-event evaluations, on-site coordination and delivery of events.</p> <p>This role is an integral part of the education team and requires effective communication with the team and relevant special interest groups/branches/committees. This may include both oral and written presentations.</p> <p>2. Marketing</p>

<p>To work with the Events manager, BIR team members and liaise with Special Interest Groups/regional branch committees on marketing and promotional campaigns, including social media. To design marketing material for allocated events and ensure website is updated in a timely manner.</p> <p>3. Administrative Duties</p> <p>To maintain CRM database, ensure data is accurate and kept up-to-date. To manage the registration process, perform mail merges, send out letters, liaise with speakers and prepare delegate packs for scientific events.</p> <p>To be the main phone cover for the education department and provide onsite assistance during educational events.</p>
<p>Operational Management</p>
<p>To contribute to the BIR's strategic plans, business and operational plans as requested, in particular the education strategy.</p>
<p>Professional development</p>
<p>He/she will ensure personal skills and knowledge is updated through attendance of appropriate internal and external training courses and seminars.</p>
<p>Health and Safety and Personnel practices and procedures</p>
<p>To comply with the Institute's health and safety policy and procedures and all statutory HSE regulations and health and safety laws. To comply with the BIR's personnel practices and procedures.</p>