

Events Manager

Contract: Permanent

Hours: Full time

Location: Hybrid / The Royal London Hospital, Whitechapel, London E1 1BB / 5th Floor, 77 Mansell Street, London E1 8AN

Team: The Institute of Pre-Hospital Care

Reports to: Head of The Institute of Pre-Hospital Care

Direct Reports: None

Salary: £45,000 + plus benefits

Context

For 37 years, London's Air Ambulance Charity has been a leader in the development and practice of pre-hospital care in the UK and abroad. It has influenced clinical guidelines, governance standards and the practice of air ambulances in the UK, Europe and Australia.

London's Air Ambulance Charity delivers first-class, world-renowned training and education via The Institute of Pre-Hospital Care. Founded in 2013, its mission is to drive excellence in pre-hospital care standards and practice through education, innovation and research. The Institute of Pre-Hospital Care is the education and training arm of the charity and delivers training and education events not only to the clinical teams of the HEMS service, but to many other clinicians outside of London's Air Ambulance Charity as well.

About the role

It's an exciting time to join The Institute of Pre-Hospital Care, the dedicated team who work collaboratively with a range of senior stakeholders to deliver quality clinical and degree course programmes, and large-scale clinical events.

The Events Manager will lead the planning and delivery of our large-scale events, an area of our work that is continuing to expand and develop. Late last year we held the inaugural Trauma 2030 conference, a hugely successful event that we expect to expand. The post holder will be an integral part of the Institute team, working closely with the charity's wider teams and clinical and academic colleagues.

Key responsibilities

- Be responsible for the delivery of a varied calendar of large-scale medical education/training and innovation events – an area that continues to expand
- Event management of symposia, conferences and any ad-hoc events across the calendar year, liaising closely with sponsors, partners and key stakeholders to ensure events are delivered to time, cost and quality targets
- Help further develop and shape our events portfolio, from concept to delivery
- Collaborate with other teams in the charity to work on joint events to deliver high quality outcomes (ie Philanthropy and Partnerships team)
- Manage the departmental events budget
- Use and maintain departmental planning tools (shared calendar, SharePoint files) to ensure event scheduling and related information is appropriately managed
- Lead the organisation of event-related collateral such as invitations and brochures, working closely with the in-house design team, including managing marketing for these events



- Produce and present accurate impact reports for internal and external use, delivering key messages to senior leaders and management regarding events planned and delivered
- When needed, support events and training delivered as part of the clinical training and degree programme workstreams
- Contribute to the delivery of London's Air Ambulance Charity's 15-year strategy
- Actively promote the core values of London's Air Ambulance Charity
- Have a strong working knowledge of London's Air Ambulance Charity's vision, mission and impact
- Comply with Health and Safety and GDPR legislation and relevant internal policies

Key relationships

- Head of The Institute of Pre-Hospital Care, and Senior Institute of Pre-Hospital Care Manager
- Work with Clinical Courses and Degree Courses Officers on large-scale events to support delivery
- Wider charity team, including fundraising and corporate teams and partner teams in the charity – i.e. with bid writing, statistics etc.
- Develop close working relationships with operational and clinical colleagues at London's Air Ambulance Charity
- Develop close working relationships with relevant Queen Mary University of London staff, Barts and the London School of Medicine and Dentistry teams, and BSc and MSc degree course convenors and course module leads
- Develop close working relationships with relevant core services in London, including but not limited to: Barts Health Trust colleagues, London Ambulance Service colleagues and other emergency service teams we work with.

The above list is not exclusive or exhaustive and the job holder may be required to undertake other duties.

We are a charity that delivers an advanced trauma team to London's most critically injured patients, due to the nature of our work you may occasionally be exposed to information relating to the work that we do.

About the person

We're looking for an enthusiastic and experienced events professional to help support our developing programme of large-scale medical education and innovation events. You'll have strong organisational and communication skills with experience of planning and delivering events. Working closely in The Institute of Pre-Hospital Care team you'll help us deliver high-quality, high-profile events to a wide audience including medical students and pre-hospital medicine specialists.

Essential knowledge and experience

- Experience of significant responsibility for leading on the planning and delivery of events, in particular conferences, teaching demonstrations (ie simulation) and large-scale expo-style events
- Strong organisational skills, with experience of project management, time management, coordinating colleagues and implementing new processes
- Demonstrable experience of coordinating activities in complex and challenging environments
- Exceptional written and verbal communication skills, with an ability to draft and edit event specific communications for specialist audiences



- Demonstrable experience of liaising with venues, contractors and sponsors – and related financial processes

Desirable knowledge and experience

- Experience of degree programme/clinical training event planning processes
- Familiarity with medical and charitable sectors

Skills and personal attributes:

- Ability to manage multiple projects and carry out effective workflow planning, taking responsibility for delivery outcomes
- Strong relationship-building skills, with specific experience of working with senior stakeholders and medical professionals
- Excellent attention to detail and proven problem-solving capability
- Flexible and adaptable to meet the organisation's needs
- Able to influence and communicate effectively with senior stakeholders, internally and externally
- Experience of managing budgets
- Self-starter, able to pick up projects and tasks quickly
- Demonstrates honesty and integrity and promotes organisational values and behaviours
- Excellent IT skills, including an up-to-date and comprehensive knowledge of Microsoft Office and the willingness to learn new IT platforms and skills

Other

- A flexible approach to work, some weekend and extended hours work will be required which will be given as time off in lieu
- Ability to travel for large-scale events (all hosted within London)

Equal opportunities policy

London's Air Ambulance Limited is committed to eliminating any discrimination and promoting diversity and equality of opportunity in all it does. It's therefore London's Air Ambulance Limited's commitment to provide equal opportunities in employment and we'll not unlawfully discriminate against job applicants, employees of the company, volunteers, workers or contract workers on the grounds of their age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race (which includes colour, nationality and ethnic or national origins), religion or belief, sex or sexual orientation. Some of our roles, including pilots and fire crew, do require physical fitness which may factor into our recruitment process.

Rehabilitation of Offenders Act 1974

The charity meets the requirements under section (2) of the Rehabilitation of Offenders Act 1974 to ask exempted questions. Some of our roles are subject to a Basic Disclosure and Barring Service (DBS) check.