

## THET | EVENTS OFFICER JOB DESCRIPTION

Hours	Full Time – 37.5 hours per week
Location	Currently all staff are working remotely. We are open to applications from across the UK. THET have a Central London office for those able to commute.
Reports to	Head of External Engagement
Salary scale	£25,970 - £30,404 inclusive of London weighting (Offer to be made dependent on experience & skill set.)
Length of contract	Permanent

### ABOUT THE ROLE

THET is a well-established charity that has been operating for over 30 years and is fast expanding its event offering. This is a fantastic opportunity for a student or graduate of Event Management, Administration or Design to gain hands on experience in a fast paced and dynamic global health charity. The position will gain project management, digital and marketing skills and work with external suppliers including sponsors and speakers.

The Events Officer will work on an expanding global portfolio of events, helping us to deliver on our vision of creating a world where everyone has access to quality healthcare.

Reporting to our Head of External Engagement and working closely with a highly supportive team of colleagues from across the organisation, the post holder will excel in written English, and in creating opportunities for people to collaborate on the production of events.

If you are a forward-thinking person with strong professional skills, a committed team player and excellent communicator who loves the fast-paced nature of events then this is the role for you! A talented self-starter, you will be joining a five-person External Engagement Team who are dedicated to THET's mission of ensuring everyone everywhere can access quality healthcare.

### ABOUT THET

Today, one billion people will never see a qualified health worker in their lives.

Since 1988, THET has been working to change this. From reducing maternal deaths in Uganda to improving the quality of hospital care for injured children in Myanmar, we work to strengthen local health systems and build a healthier future for all.

We do this by leveraging the expertise and energy of the UK health community, supporting Health Partnerships between NHS institutions, Royal Colleges and academic institutions in the UK and those overseas. In the past 15 years alone THET has reached over 200,000 health workers across 31 countries in Africa, the Middle East and Asia in partnership with over 130 UK institutions. You can learn more about our work on [our website](#).

### MAIN RESPONSIBILITIES:

Supporting the implementation of our expanding events portfolio:

- Support the planning, delivery and evaluation of our online and in-person events in the UK and globally. This includes scheduling, liaising with health professionals and facilitators, managing the booking process, event administration and stewardship of attendees, ensuring smooth running of the events, and following up/evaluating post-event.
- Ensure delegate experience and event accessibility is continually improving and adapting with sector trends.
- Working with the Digital Engagement Officer to support the ongoing development of our Pulse community platform and other digital platforms for event management and hosting.

Supporting the delivery of income generation strategy targets associated with the events portfolio:

- Assess and develop our events offer by creating innovative and exciting approaches that build income for the charity.
- Developing sponsorship proposals, seeking out potential sponsors and supporting their partnership with us.
- Support the delivery and expansion of our global presence by working with overseas colleagues to support aspects of programme delivery through events.

Ensuring our events are marketed effectively within and beyond the Health Partnership community:

- Work with colleagues across the charity to promote our events to ensure our global community know about and can attend our events and that we reach new audiences both on and offline.
- Develop and maintain a THET events calendar, ensuring that major events are identified early; support senior management and relevant programme teams to develop and manage messages and supporting information material to ensure the success of major events.
- Working with the Communications Coordinator to create effective and engagement marketing materials.

## PERSON SPECIFICATION

### Experience and Expertise

- A demonstrable track record in managing events.
  - Excellent and up-to-date grasp of tools for events and the effective use of them.
  - Adept at communicating to a range of stakeholders and audiences.
- Demonstrable experience of identifying and liaising with key stakeholders.
  - Strong awareness of sector trends, willingness to innovate, and the ability to generate new ideas and bring them to fruition.
- Exceptional communication skills, particularly to communicate complex messages in accessible language to stakeholders with varying technical understanding and in diverse contexts.
- Excellent organisational and time management skills to manage multiple priorities concurrently.
- Excellent team-working, collaboration and problem-solving skills.

### Key competencies

- Communication skills: ability to speak and write clearly and effectively; listen to others, tailor language, tone, style and format to match the audience; demonstrate openness in sharing information and keeping people informed; analyse complex information, draw out the key points and issues and present these in a way that can be easily understood.
- Ability to work with minimum supervision to identify information and knowledge sharing opportunities and to engage a wide range of colleagues in realising these opportunities.
- Planning and organising: ability to develop clear goals that are consistent with agreed strategies; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- Teamwork: Works collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; builds and sustains relationships with key constituents.

Person specification	Essential	Desirable
Qualifications	- Educated to degree level in events, communications, international development, global health or a relevant discipline.	- Training in events management or related area.
Experience	- Experience working on events through multiple formats e.g. online & in person, training & conference formats. - Experience of budget development and management.	- Experience of working in an NGO or Health Care organisation.
Knowledge	- Knowledge and experience of the global health sector. - Event Trends. - Digital Technologies.	- Knowledge and experience of global health and the UK health sector.

<b>Skills</b>	<ul style="list-style-type: none"> <li>- Ability to self-direct and self-start, to work well under pressure, and to tight deadlines.</li> <li>- Excellent planning and organisational skills.</li> <li>- Strong communication skills.</li> <li>- Adaptability and initiative.</li> </ul>	<ul style="list-style-type: none"> <li>- Experience of Adobe Creative Suite, Wordpress, Wix and AirTable, or similar.</li> </ul>
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What we offer:

- 25 days annual leave (pro-rata) plus 3 days winter closure between Christmas and New Year
- 5% pension contribution when Employee contributes 3%
- Cycle to work scheme
- Child Care voucher scheme
- A friendly, supportive work environment

How to apply:

To apply for this role please send your CV and a cover letter (no longer than one-page) to [jobs@thet.org](mailto:jobs@thet.org) by midnight on Sunday 29<sup>th</sup> August 2022.

Interviews will take place in the week commencing 05<sup>th</sup> September 2022 THET is an equal opportunities

employer. This post is UK based. Non-EC nationals will require current and valid permission to work in the

UK.