



**THE BRITISH ASSOCIATION
OF UROLOGICAL SURGEONS**

Role Description – Events Co-ordinator (January 2021)

Position Summary:

To provide administrative and event delivery support to the Events Manager in the planning of physical and/or virtual meetings, events and courses by establishing and maintaining effective administration systems – including working with databases, websites and social media. This will require meticulous attention to detail, high levels of customer service as well as the ability to be organised, adaptable and to multi-task.

To ensure that, at all times, duties are carried out in a professional and timely manner.

To work as part of the whole team ensuring that help is offered to others when required. The Events Co-ordinator will be required to attend and assist at BAUS events i.e. BAUS Annual Meeting, BAUS Section Meetings, Education Courses and any other meetings or events the Association may organise. This will include loading and unloading of equipment and boxes (subject to appropriate risk assessments for events), setting up and taking down registration desks, stands and equipment, staffing registration desks and ensuring the event runs smoothly. This will require working hours beyond normal working hours and standing for extended periods of time.

The role will require regular travel and overnight stays for site visits and meetings (meetings are held in the UK). We expect there to be approximately 9 meetings in 2021. The Education Residential Courses usually require four-five nights stay, the BAUS Annual Meeting in June usually requires five - six nights stay and the BAUS Section Meetings which usually require a two-night stay.

Reports to: Events Manager

Important- Due to the ongoing COVID pandemic, for the foreseeable future our events will take place as virtual or hybrid.

Under the direction of the Events Manager, the Events Co-ordinator will take the lead in organising the following meetings, courses and events:

BAUS Section of Oncology Annual Meeting (2 days)

BSOT Meeting (every 2 years)

FRCS (Urology) Revision Courses (5 day courses - 2x pa)

Teaching & Skills Courses at the BAUS Annual Meeting

Annual Meetings of the BAUS Section of Oncology and BAUS Section of Trainees & Revision Courses (the number of delegates at these events ranges from 50 to 200).

Under the direction of the Events Manager, co-ordinating arrangements for the Annual Meetings of the Section of Oncology and the Section of BAUS Trainees which includes:

- Sourcing and liaising with venues regarding meeting facilities, catering, hotel accommodation and AV.
- Sourcing hotel accommodation for staff and speakers
- Working with surgical leads to establish the meeting / course programmes and planning schedules.
- Sending invitation letters to speakers and faculty.
- Advertising the event to BAUS Members and other relevant urologists.
- Designing and setting up the following on EventsAIR: registrations, meeting Apps and abstract submissions.
- Liaising with potential sponsors and exhibitors re sale of exhibition space, dealing with stand enquiries, taking stand bookings and payments. Note – for the named events this can be up to 20 exhibitors.
- Co-ordinating arrangements for faculty and social dinners.
- Ensuring speakers are briefed with the required information for their sessions.
- Ensuring delegates receive relevant programme and logistical information prior to the meeting / course.
- Drafting budgets (for approval as part of the overall BAUS budget) and monitor spending against budget to ensure events are delivered on time and to budget. Reporting to the Events Manager any potential overspends in a timely fashion in order to agree corrective action, as appropriate.

BAUS Annual Meeting (including Medical and Trade Exhibition) - this is the main educational event each year with around 1000 delegates and between 50-60 exhibiting companies.

The Events Manager leads on the organisation of this event with assistance from the Events Co-ordinator and Events Assistant.

The Events Co-ordinator will be engaged with the following duties:

Delegate registrations

- Setting up online delegate registrations on EventsAIR.
- Responding to queries from, delegates (by telephone and email).

Exhibitor Liaison

- Setting up online Exhibition and Sponsorship bookings on EventsAIR.
- Under the direction of the Events Manager, promote and market Exhibition space, deal with booking enquires, manage stand bookings and payments for the BAUS Annual Meeting and Trade Exhibition.

Finance / Budgeting

- Ensuring that all payments and refunds are processed promptly and accurately – under the direction of the Events Manager & in liaison with the Finance Manager
- Ensure accurate records are kept of payments and receipts made on site at meetings and assist the Events Manager in reconciliation after meetings

Teaching and Skills Courses

- Co-ordinating the arrangements of the teaching & skills courses (approx. 10) run at BAUS Annual Meetings. Includes - acting as the main point of contact with Honorary Secretary Elect regarding Teaching and Skills courses, sending invitation letters to course directors and all faculty, updating course guidelines, liaising with companies regarding equipment use and delivery instructions to venues (where appropriate)

Social Events

- Co-ordinating arrangements for social events (including conference dinners) at the BAUS Annual Meeting.

Social Media / Marketing / Event Promotion

- Assist the Events Manager with the creation of a varied and comprehensive annual marketing plan and produce engaging material for the calendar of events including social media posts, campaigns and video content.
- Co-ordinate the accurate population of websites, mobile apps and social media accounts for meetings and courses.
- Design and send email campaigns about scientific meetings to BAUS members and potential exhibitors, under the direction of the Events Manager.

BAUS Website

- Ensuring information on meetings, courses and events is kept up to date on the BAUS website – working with Events Manager and other staff as appropriate.

Meetings Support

- Under the direction of the Events Manager – write action lists / takes minutes of committee meetings relating to the Events Team (including Abstracts Committee, Programme Committee, meetings with Industry Representatives) ensuring deadlines for distribution are met. Action lists / minutes to be promptly produced.
- Assisting the Events Manager in the collation of feedback from meetings and courses.

Additional Information

Contacts / External Agencies:

The postholder will be required to deal with people at all levels including; trustees, council members, BAUS members, staff and members of other professional associations, external providers and suppliers, and the general public. All members, colleagues and external contacts must be treated with respect and courtesy.

A professional approach must be presented at all times and applies to quality of work, accurate presentation of work produced, maintaining accurate and accessible records and an appropriate work environment.

Scope:

Working within a small team, under the direction of the Events Manager, the postholder will have responsibility for the delivery of some events. The postholder will exercise judgement in respect of making decisions within the parameters of the delivery levels set for the event.

Experience, Skills & Ability & Qualifications:

Experience:

Experience of delivering small- and large-scale events in a planning and delivery environment.

Experience of working with administration systems.

Experience of working with not for profit organisations would be useful but not essential.

Experience of working with virtual event systems is desirable but not essential.

Experience of marketing and social media.

Skills & Ability:

Organised and methodical. Excellent written, verbal and numerical skills

Able to work on own initiative. A self-starter

Flexible, adaptable & with a hands on approach. Excellent attention to detail

Able to work with databases. Customer focused.

Able to multitask effectively.

Technological skills.

Creative & design skill.

Confident and competent in using Microsoft office products including, outlook word, excel, PowerPoint, social media platforms and telecommunication software including Zoom and Microsoft Teams.

Qualifications:

Qualifications in English and Maths