



**THE BRITISH ASSOCIATION  
OF UROLOGICAL SURGEONS**

**Events Coordinator  
(Full time - permanent contract)**

**London - Lincoln's Inn Fields**  
(Currently home based)

**£24k + 16% Pension contribution**

**The role:** We are looking for an experienced, organised and enthusiastic team player to plan and deliver a range of onsite and online meetings, events and courses ensuring these meet time, budget and delegate targets.

Reporting to, and under the direction of, the Events Manager, the **Events Coordinator** will take the lead in organising the annual meeting of the BAUS Section of Oncology (2 day scientific meeting with between 150-200 delegates and a trade exhibition); biennial meeting of the BAUS Section of Trainees (around 100 delegates and a small exhibition); examination revision courses (5 day courses with around 50 delegates – held twice a year) and the programme of teaching and skills courses held as part of the BAUS Annual Scientific meeting.

The role will involve sourcing venues and co-ordinating arrangements for meetings and courses, drafting and monitoring spend against budgets, promoting and marketing exhibition space.

Responsibilities will also include producing marketing plans and engaging material for the calendar of events including social media posts, campaigns and video content.

This role requires exceptional organisational skills, a meticulous eye for accuracy and the ability to deliver multiple projects in a timely manner. Also essential is a flexible, 'hands on' approach and a willingness to help out in all areas of the Association potentially including attending and assisting at events which will require overnight stays at locations throughout the UK.

See also the full role description (on the website).

The benefits:

- Salary of £24,000 per annum
- The opportunity to join and work with a small, friendly and dedicated team
- A very generous 16% pension contribution
- A minimum of 25 days' holiday plus Bank Holidays (and normally days off between Christmas and New Year!)

**About BAUS:** BAUS is a professional membership association dedicated to ensuring the highest standards in the practice of urology. We support healthcare professionals who treat urological patients to deliver excellent care by developing guidance for clinical practice, providing education and fostering research. We have a membership of circa 1000 members from medical students to consultants & associated urology specialists practicing in the UK, and also have an international membership.

If you want to join our small, friendly and dedicated team then please email your CV **and a one page covering letter that sets out the skills you can bring** to the role and your current salary and benefits package to our consultant: Michelle Prescott of Persona People Management Ltd.

For more information on BAUS and what our charity does to promote the highest standards of practice in urology please go to [www.baus.org.uk](http://www.baus.org.uk).

**Closing date: 12.00 noon on Wednesday 27 January 2021. Applications may close earlier if there are a very high number of responses. Interviews will be scheduled for week commencing 1 February 2021 and will via Zoom.**

**No agencies please.**