

Events Organiser

Based in Cambridge, UK

Fixed term contract - Full-time (5 days a week)

We are currently looking for an experienced Events Organiser with proven skills to deliver high-quality scientific meetings and workshops. This role requires an output-driven person who is motivated to provide the best possible on-site experience for our delegates, and who is able to work effectively with multiple internal and external stakeholders.

As part of a small team your primary responsibility will be to organise and deliver high-quality meetings as directed based in the UK and internationally. This will involve the full planning of the meeting including time frames, venues, speaker and delegate management, etc. whilst working with editors/scientific advisors throughout the process. You will be responsible for the management of multiple budgets and be able to conduct effective briefings with both internal and external stakeholders throughout the organisation phase.

This is a 'hands on' role. You will be responsible for meetings of about 35 participants from start to finish and must be able to plan a number of events simultaneously. You will need to be able to project plan effectively and have the ability to troubleshoot when necessary.

You will also be responsible for the overall administration before, during and after the meeting, which will include liaising with the marketing team to promote the event as well as the coordination of all materials for the meeting. You will also be responsible for creating, maintaining and updating website pages and payment registration. There may be some requirement to organise and manage public outreach. Familiarity with the overseeing of film crew and in their absence being able to undertake filming yourself is also preferable.

You will be required to attend each meeting and oversee the logistics of the meeting throughout which might involve up to a week away from home in the UK or internationally.

The successful candidate will need to be a proactive individual who is able to demonstrate substantial experience in event or project management and be prepared to carry out all aspects of the job without additional assistance.

Although not essential a degree or diploma in Hospitality or Events Management would be beneficial. A professional demeanour with excellent oral and written communication skills, with high attention to detail is essential as is the ability to handle confidential and sensitive information. You will have strong collaborative and interpersonal skills whilst maintaining a professional approach. The ability to multitask and remain highly organised and calm under pressure are paramount.

The Company of Biologists is a not-for-profit publishing organisation dedicated to supporting and inspiring the biological community. The Company publishes five specialist peer-reviewed journals: Development, Journal of Cell Science, Journal of Experimental Biology, Disease Models & Mechanisms and Biology Open. It offers further support to the biological community by facilitating scientific meetings, providing travel grants for researchers and supporting research societies.

The Company of Biologists is an inclusive organisation and we believe that everyone has a contribution to make. We want all our employees to feel included, valued and appreciated. We believe in equality of opportunity for all staff and encourage applications from all individuals regardless of sexual orientation, gender identity or expression, religion, ethnicity, age, neurodiversity, disability status and citizenship.

This is an exciting opportunity within a well-established publishing company. The role is based in our attractive modern offices in Histon on the outskirts of Cambridge, UK and is a full time role, offering an attractive salary and benefits.

To apply, please send your CV by email to recruitment@biologists.com with a covering letter stating current salary, relevant experience and why you are enthusiastic about this opportunity by 30 November 2021.

