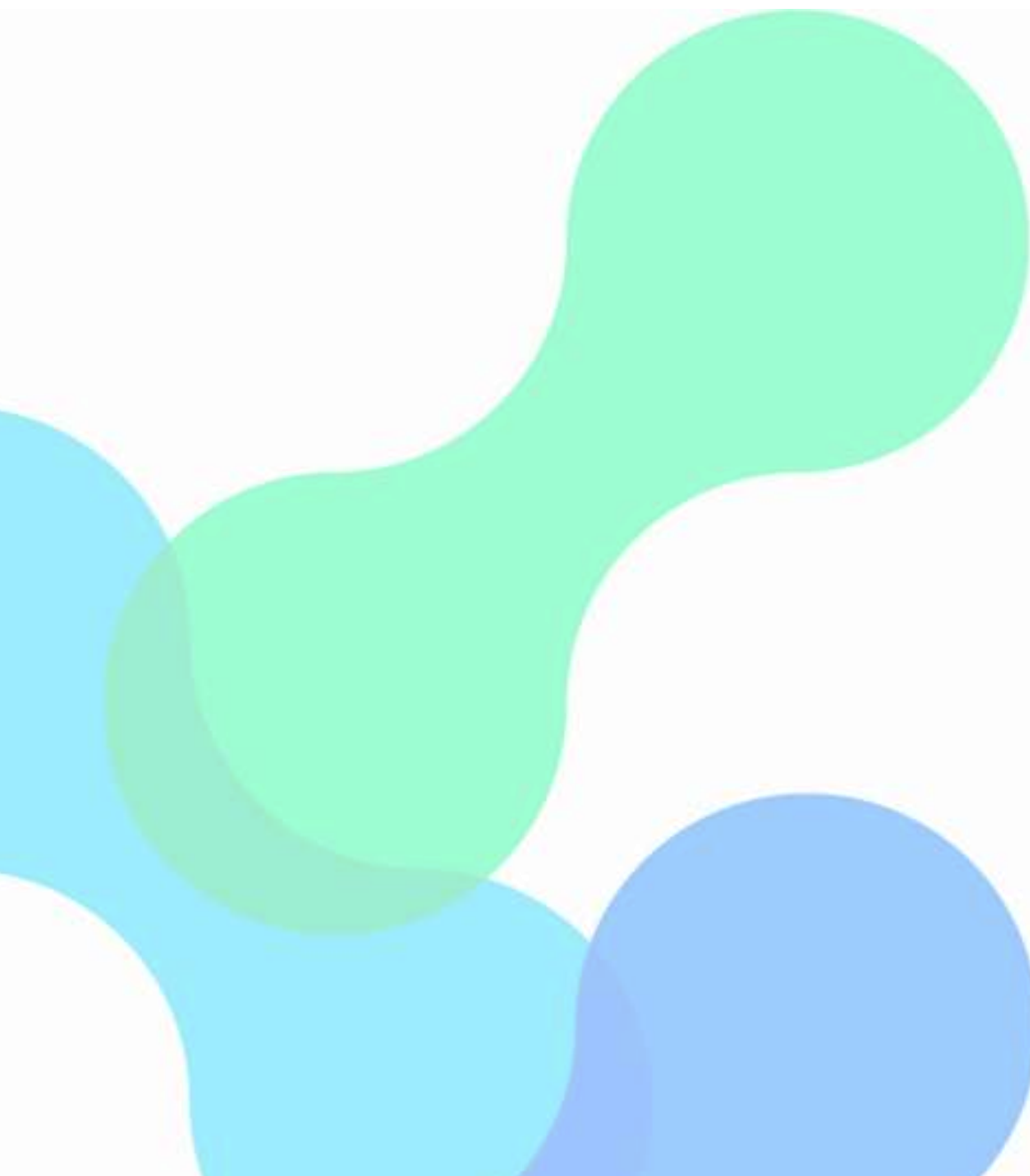


**Orthopaedic
Research UK**



Education and Events Executive



“We aim to reduce the burden of poor musculoskeletal (MSK) health on individuals, workplaces and our health system by providing training and education programmes for MSK professionals and by funding research projects and breakthrough innovations (in partnership with grant givers, leading academic institutions and entrepreneurs) that expand knowledge, improve patient outcomes and pioneer new forms of MSK diagnosis and treatment.”

Job summary

Job title	Education and Events Executive
Contract:	Permanent, Full-time
Salary	£24,000 - £28,000 per annum + benefits
Hours	35 hours per week (with flexible working within core hours)
Location	Central London (1-2 days per week) / Remote
Closing date	29 October 2021
Interview date	8 November 2021
Start date	15 November 2021

About us

We are Orthopaedic Research UK (ORUK), one of the very few medical research charities investing our funds to encourage breakthrough research and education programmes in bone, joint and muscle wellbeing. Our aim is to reduce the burden of poor musculoskeletal (MSK) health on individuals, workplaces and our health system.

The need we serve is ever worsening: 19m people suffer from MSK problems in the UK, costing the NHS £5bn per year, resulting in ever-lengthening NHS waiting lists, and the loss of 30m working days to the UK economy.

We fund innovative research projects in the UK that expand knowledge, improve patient outcomes and pioneer new forms of MSK diagnosis and treatment. Our investment makes a real difference to the lives of millions of people suffering poor MSK health, today and into the future. Since 2004 we have invested £11m on research on 140 projects in the UK. Over the next three years we plan to invest a further £2.5 on research and attract £0.5m in partner contributions.

We support education, primarily through workshops, training courses, lectures, virtual conferences and webinars that will improve knowledge of MSK conditions. During the past year we staged 55 events and in total we educated 8,303 healthcare professionals with the support of 491 faculty members. On average, 98% of participants rated our events as 'excellent' or 'good' in terms of educational value.

Despite the tremendous burden placed on individuals and society, MSK health does not always receive the attention or investment that it merits. This is why, in addition to using our funds to fill the most important gaps in research funding and professional education, we work with partners, such as leading professional institutions, to attract additional investment to the sector.

By working together and sharing knowledge and ideas, we can become a stronger voice for MSK health.

Purpose of the role

We are looking to appoint an enthusiastic and Education and Events Executive to join our team to assist in delivering an educational programme of events that meet the professional training and CPD requirements of healthcare professionals working within the musculoskeletal (MSK) field.

This is an exciting opportunity to make your mark within a small well-established charity that has ambitious growth plans and a 'can do' mentality. We are a small, vibrant and agile team that encourages creative and innovative thinking.

Due to COVID-19, the team is currently following a hybrid model of work although this is subject to regular review. This role will be required to work remotely 3-4 days a week. Most of our educational activities are still taking place online but we are now returning to some of our face-to-face programmes.

Reporting to Head of Education & Events and Senior Education & Events Executive.

Key responsibilities

Delivery of educational programmes

- Delivering a programme of educational events and courses as directed by the Head of Education and Events, project managing all aspects of the event cycle
- Proactively seeking sponsorship for all events, liaising with sponsors, processing invoices, and ensuring strong relationships are maintained for future investment
- Compiling event budgets, closely monitoring income and expenditure, processing invoices, and presenting financial updates when required
- Contribute to production of content for use by the Communication and Marketing team
- Regular liaison with course convenors, maintaining good working relationships
- Faculty liaison, arranging travel and accommodation as and when required
- Management of catering and venue hire
- Delegate liaison, be the main port of call for all incoming queries concerning event bookings
- Provide onsite support at all events
- Event follow up, disseminating certificates and presentations to attendees
- Produce a detailed event report upon completion

- Knowledge and experience of using Zoom Video Conferencing platform
- Apply for CPD accreditation where appropriate

Relationship management

- Work in collaboration with internal and external stakeholders to ensure successful delivery of educational activities
- Develop relationships with the wider MSK community to shape strong and long-lasting partnerships
- Representing the Charity at external events and raise the awareness of our activities

Other

- In collaboration with the communication and marketing team, maintain distribution lists for communications mailings, managing additions and updates and checking data accuracy
- Carry out general office administration duties as befits a small office environment

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Key technical skills, knowledge and behaviour

Minimum criteria

- Experience of event management
- Demonstrable passion for the education and event management role
- Experience of managing a varied workload effectively, planning and organising a number of events concurrently to set timescales
- Experience of budget management
- Experience of working with a range of stakeholders at different levels
- Experience of working effectively without close supervision, dealing with problems as they arise
- Good understanding of social media platforms and other marketing tools

- Good project-management and problem-solving skills
- Good communication skills, verbal and written and confidence engaging with stakeholders is essential
- Good proof-reading skills and attention to detail
- Good knowledge of Microsoft Office software is essential, in particular Word, Excel, Outlook and PowerPoint
- Creative and be able to cope with pressure and tight deadlines
- Organised with good time management skills
- Friendly, positive, flexible and adaptable team player
- Be willing and adaptable to go the extra mile and put in unsociable hours as and when required

Desirable

- Experience of generating income from sponsorship and/or other means
- Experience of the production and dissemination of marketing programmes
- Experience of using CRM, email platforms and templates to create campaigns
- Experience in production of graphics and video content, use of image, video and audio editing software including Adobe InDesign and Illustrator

Benefits

- 8% annual bonus based on performance (discretionary)
- Annual cost of living review
- Flexible working hours in core business hours (8am – 6pm)
- TOIL for overtime during weekdays and weekends
- Pension 8% (employers' contribution 7.5% + 0.5% employees' contribution)
- 25 days annual leave plus bank holidays, increasing by 1 day per year after 5 years up to a maximum of 30 days
- Enhanced maternity/paternity package
- Interest-free travel loan
- Access to Employee Assistance Programme

- Private Medical Health Insurance (and reduced family rates)
- Bike to work scheme
- Death in service (x4 basic salary)
- Opportunity to grow within the organisation

Application process

If you wish to have an informal discussion about the role or the application process, please contact Ruth Threadgold, Head of Education and Events via email r.threadgold@oruk.org.

To apply for this role, please provide your CV and covering letter to jobs@oruk.org.

Investing in our future movement

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