

**Orthopaedic  
Research UK**



## **Education and Events Executive (Permanent)**



*“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

<b>Job title</b>	Education and Events Executive
<b>Contract:</b>	Permanent
<b>Salary</b>	£26,000 - £29,000 per annum + benefits
<b>Hours</b>	35 hours per week (with flexible working within core hours)
<b>Location</b>	Central London (1-2 days per week) / Remote
<b>Closing date</b>	19 July 2023
<b>Interview date</b>	26 July 2023
<b>Start date</b>	4 September 2023

## 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 £11.5m in research on 166 projects in the UK.

We support education primarily through in-person and virtual events that will improve knowledge and treatment of MSK conditions. Since September 2020 we have staged 227 events, educating 14,834 healthcare professionals.

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 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.

**Please note, as a team we tend to generally come together to work in the office 1 or 2 days max per week, with the rest of the week spent working remotely when we are not running in-person events. Unsociable hours are necessary, we run many virtual webinars of an evening and sometimes over the weekend. However, where appropriate you will be able to claim these unsociable hours back as time off in lieu (TOIL) or paid work if working over the weekend.**

The successful candidate must have the right to work in the UK. We currently do not have a sponsor licence agreement with the Home Office and unfortunately will not be in a position to support you with any visa applications you may make.

Reporting directly to the Education and Events Manager.

## Key responsibilities

### Delivery of educational programmes

- Delivering a programme of educational events as directed by the Head of Education and Events / Education and Events Manager, project managing all aspects of the in-person or virtual 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
- Production of content for communication and marketing
- Editing of promotional videos or recorded content from our virtual events
- 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 event materials to attendees

- Produce a detailed evaluation report upon completion and conduct washup meetings with event convenors

### **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**

- Carry out general office administration duties as befits a small office environment

Please note: 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 managing in-person and virtual events
- Demonstrable passion for the education and event executive role
- Experience of managing a varied workload effectively, planning and organising a number of events concurrently to set timescales
- Experience of basic 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 (Twitter, Instagram, LinkedIn and Facebook) 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, in particular Word, Excel, Outlook and PowerPoint
- Knowledge and experience of using Zoom Video Conferencing platform
- 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
- Be willing to travel and stay overnight in hotels across the UK 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 Canva, Adobe InDesign and Illustrator
- Experience of video editing

### **Benefits**

- Annual cost of living review
- Flexible working hours within 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 Hannah Patel, Education and Events Manager via email [h.patel@oruk.org](mailto:h.patel@oruk.org)

To apply for this role, please provide your CV and covering letter to [jobs@oruk.org](mailto:jobs@oruk.org)

# Investing in our future movement

Orthopaedic Research UK  
Furlong House  
10A Chandos Street  
London W1G 9DQ

020 7637 5789  
[www.oruk.org](http://www.oruk.org)