

Specification for the National Children and Adult Services Conference Co-ordinator

NCASC is *the* conference for local and central government, the voluntary and private sectors or anyone with an interest in providing effective services (including health, social care & education) for children, young people, vulnerable adults and their families. Content is planned by Associations of Directors of Adult (ADASS) and Children's (ADCS) Services and the Local Government Association (LGA) via a steering committee, with the logistics alternating annually between ADASS/ADCS and the LGA.

We are seeking a co-ordinator with exceptional organising skills, tact and diplomacy to support the conference and to co-ordinate the arrangements for the ADASS/ADCS year (the next one being 2022).

1. Lead and co-ordinate the organisation of NCASC,

Contracts & Resources

2. Ensuring that contracts and sub-contracts for venues goods and services are procured and agreed with ADASS, LGA and ADCS in line with financial and other policies.
3. Sourcing, and preparing contracts with the venue for ADASS' approval, obtaining competitive quotations in line with ADASS policies and guidance.
4. All liaison with venue regarding health and safety, disabled facilities, transport and use of space, First Aid, emergency procedures and other statutory responsibilities and delivery
5. Oversee sourcing appropriate accommodation linked to the venue for ADASS' approval
6. Arranging appropriate and competitive event insurance is in place
7. Managing the exhibition arrangements, sourcing, preparing contracts for ADASS approval and liaising with exhibition contractors across all issues, promotion of exhibition, coordination of exhibition and digital handbook, timing of breakout sessions and dealing with exhibitor enquiries. Ensuring any commitments brought forward from previous events are administered appropriately
8. Sourcing, preparing contracts for ADASS approval and liaising with relevant technology and audio-visual services, dealing with all issues around stage set, speakers requirements, technical support to speakers, coordination and supply of presentations. All other technical issues around speaker support.
9. Regular liaison with delegate management contractors regarding queries, payments and again maintaining a consistent approach which be sensitive to particular needs which sometimes arise related to delegates at this conference.
10. Liaising with the Income Generation Officer to support potential and actual event commercial partners.
11. Budgeting – prepare outline budget 18 months in advance for approval by ADASS Trustees. Ensure all income and expenditure is within ADASS policies, and invoices personally checked and forwarded to ADASS for approval and payment. Budget sheet regularly updated.
12. Keep Resource Manager regularly updated on budget issues.

13. Analysing delegate attendance data to support post event review and financial allocations.
14. Report to ADASS Trustees on budget outcome including full written report, thereafter discussion with ADCS regarding their profit share.

Programme

15. Co-ordinate programme planning, looking at balance of programme, putting forward suggestions and options to ensure maximum coverage of a range of topics associated with this nationally recognised event. Constantly looking to ensure that balance between the topics and the three organisations' requirements is retained where possible.
16. Administer the workshop bidding or commissioning process and ensure that subsequent negotiation with bidders is undertaken by ADASS, LGA or ADCS as appropriate – both successful and unsuccessful – and communicate with bidders as requested by the three organisations. Maintain a consistent approach in terms of even handedness and sensitivity in terms of particular needs whilst trying to ensure that the sessions delivered are to the highest standard and consistent with the aims of the three Associations which make up the Conference Planning Committee.
17. Constant negotiation with all three partner organisations i.e. ADASS, ADCS and LGA.
18. Ensuring the website is regularly updated with programme updates and timely information regarding the event.
19. Prepare regular inserts for Associations' Bulletins to increase attendance.
20. Develop and deliver appropriate use of professional and personal contacts to publicise the event.
21. Dealing with political issues around the Conference and ensuring political balance.
22. Provide consistency (but flexibility where required) in terms of dealing with speaker requests including free speaker passes, additional requirements and number of speakers on stages.
23. Key Note Speakers – approaching Key Note Speakers as agreed with ADASS, ADCS and LGA, liaising with them regarding their needs and any briefing forms or specific requirements.
24. Conference Handbook – coordinating all content for this publication and produce it at the very last minute in order that it contains the most up to date information with the use of addendums and updates avoided as far as possible.
25. Mini programme – daily sheet to be produced for the Conference
26. Press – liaising with Press leads and ensuring appropriate publicity and promotion of the Conference is provided.

Delivery and Evaluation

27. Arranging conference welcome, registration and stewarding – devising a rota based on resources available.
28. Feedback – capture feedback both on site and afterwards which can influence future decision making. This includes number of people at sessions.
29. Co-ordinating meetings during Conference, facilitating arrangements for this both internally and externally.

30. Dealing with any delegate fee enquiries which may be referred – personally intervening where necessary.
31. Constant monitoring of the event in order to ensure timescales do not slip
32. Accommodation and transport – appropriate involvement as necessary regarding key attendees.
33. Ensure that strong admin support is in place ensuring Conference queries can be dealt with in a timely way. This support also available on site.
34. Speakers Corner - coordinating partnerships as above, slots and promotion both in advance and on site.
35. Ensure that presentations are available to LGA, ADASS and ADCS after the event
36. Other support to ADASS as necessary during the year.