

Job Brief

We are seeking a co-ordinator with exceptional organisational skills to lead the planning and delivery of the 2022 event initially. Key duties will include:

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

Contracts & Resources

2. Ensuring the event remains consistent with ADASS charitable aims and meets the agreed objectives of the commercial partner.
3. Procurement, ensuring that contracts and sub-contracts for venues, goods and services are procured and agreed in line with ADASS financial and other policies.
4. All venue liaison including health and safety, disabled facilities, transport and use of space, First Aid, emergency procedures and other statutory responsibilities and delivery
5. Arranging appropriate and competitive event insurance is in place
6. Co-ordinating the promotion of the event, ensuring any publicity and event materials meet the requirements of charitable trading.
7. Overseeing technology and audio-visual services, dealing with all issues around stage set, speaker requirements, technical support to speakers, coordination and supply of presentations. All other technical issues around speaker support.
8. Regular liaison with the delegate management team regarding queries and payments, maintaining a consistent but sensitive approach to delegates as required.
9. Liaising with the Income Generation Officer to support the event commercial partner.
10. Maintaining the event budget, liaising with the Resource Manager on a regular basis.
11. Analysing delegate attendance data to support post event evaluation.

Programme

12. Developing the summit programme alongside ADASS policy staff and the commercial partner.
13. Ensuring the website is regularly updated with programme updates and timely information regarding the event.
14. Prepare regular inserts for ADASS Bulletin to increase attendance.
15. Develop and deliver appropriate use of professional and personal contacts to publicise the event.
16. Supporting speakers with regard to their needs and with any necessary briefing.
17. Coordinating the content for the virtual Summit handbook, ensuring accuracy, relevance and accessibility
18. Liaising with the ADASS media team and following up press leads to ensure appropriate publicity and promotion.

Delivery and Evaluation

19. Arranging conference welcome, registration and stewarding – devising a rota based on resources available.
20. Feedback – capture feedback both on site and afterwards which can influence future planning.
21. Constant monitoring of the event in order to ensure timescales do not slip
22. Accommodation and transport – appropriate involvement as necessary regarding key attendees.
23. Ensuring Summit queries can be dealt with in a timely way both in advance of and at the event.