



**Alzheimer's Disease
International**

The global voice on dementia

Job description

Post title: Senior Events Officer

Responsible to: Head of Events

Main purpose of the job:

- To lead on the organisation of Alzheimer University programmes and smaller meetings and events
- To assist with the organisation of ADI's biennial international conference and other events, including regional conferences

Key tasks

1. To coordinate all aspects of Alzheimer University training programmes and other smaller meetings and events, including venue finding and budgets
2. To support the follow up of ADI's training programmes including the Alzheimer Universities, led by the Membership Manager
3. To assist with all aspects of ADI's International Conference and regional conferences, working closely with the Head of Events
4. To coordinate the international conference programme with support from the conference programme committees.
5. Set up abstract and registration systems
6. Liaise with speakers, conference committees and participants
7. To assist with promotion of events and production of event materials
8. Develop and update conference website content
9. To assist with researching potential venues and suppliers
10. To liaise with venues and, where applicable, suppliers and a local host association
11. To coordinate the logistics of events, including travel bursaries, flight and accommodation arrangements, social events, and shipping materials
12. To assist with the financial administration and budget monitoring of events
13. Assist the Head of Events with technical support with ADI's webinar series
14. To be the main point of contact for all event enquiries and to support, when required with general ADI enquiries
15. To provide onsite support during events

16. To perform any other reasonable duty commensurate with this post as required by the Head of Events or CEO

Person Specification

The successful candidate will need to demonstrate they meet the following criteria:

Experience

- Experience of organising conferences and events (essential)
- Experience of work in the voluntary sector (essential)

Knowledge, Skills and Abilities

- Experience of running large conferences – ideally with international experience (essential)
- Experience of working in events with multiple suppliers and stakeholders (essential)
- Experience of budgeting for meetings (essential)
- Experience in sourcing suppliers and bid processes (essential)
- Experience of running hybrid events (essential)
- Experience of using Zoom for webinars (desirable)
- Conference programme coordination (essential)
- Experience of abstract and registration management systems (essential)
- Excellent organisational ability (essential)
- Effective written and oral communication skills in English (essential)
- Ability to build relationships with a diverse range of contacts (essential)
- Ability to manage time effectively, prioritise and work to deadlines (essential)
- Ability to work proactively and independently (essential)
- Ability to take own initiative and be calm under pressure (essential)
- Good numeracy skills and attention to detail (essential)
- Ability to manage multiple tasks and adapt quickly (essential)
- Ability to work independently and as part of a team (essential)
- Good working knowledge of Microsoft Windows, Word, Excel, PowerPoint and Outlook (essential)
- Empathy with ADI's aims and values (essential)
- Experience of developing/updating websites (desirable)
- Degree-level education (desirable)
- A second major world language (desirable)