Role profile

<table>
<thead>
<tr>
<th>Role Title: Events Coordinator</th>
<th>Responsible to: Head of Marketing</th>
</tr>
</thead>
</table>

**Purpose of role:**
- To provide support on BVA’s key events including BVA Live and the London Vet Show as well as student and young vet events.

**Key responsibilities:**
- Assisting the marketing team with the preparation of BVA Live and London Vet Show.
- Providing event support on Young Vet Network and student events.
- Working with the Head of Marketing and Events and Marketing Officer on logistical and administrative tasks to ensure the smooth running of events.
- Ensuring the event schedules are up-to-date.
- Continual programme management—manage the programmes and speaker invitations as required ensuring that drop-outs are managed and replaced, speakers are provided with a briefing on their topic if required and the event partner is informed of any changes.
- Planning and coordinating social events including food and entertainment.
- Processing bookings for social events.
- Setting up and event managing virtual events on Zoom and Microsoft Teams.
- Assisting with communications to speakers and event partners.
- Supporting in the production of event marketing materials.
- Support on the design and implementation of BVA’s exhibition stand and members’ lounge.
- Maximise attendance and engagement at our events by working closely with the wider marketing team.
- Booking travel and accommodation.
- Other duties commensurate with the role as agreed with Line Manager.

**People:**
- Develop and maintain close relationships with colleagues, consulting with them where necessary on appropriate events.
- Sourcing and maintaining close relationships with speakers.
- Developing and maintaining close relationships with event partners and organisers.
- Managing external suppliers from brief to budget, as and when necessary.
- Working with committee volunteers to develop session topics and suggest speakers for events.
- No direct people management.
Financial resources:
- Tracking individual event budgets.
- Invoicing delegates.

Knowledge, skills, and expertise:
**Essential:**
- Experience of coordinating and supporting the delivery of large events and conferences.
- Excellent organisational skills, including the ability to prioritise and work to strict deadlines.
- Problem-solving skills and diplomacy.
- A flexible and adaptable approach.
- Excellent written and oral communication skills.
- Experience of managing budgets.
- Experience of CRM systems.
- Experience of setting up and running events on Zoom Webinar and Zoom Meetings.

**Desirable**
- Experience of managing external suppliers.
- Educated to degree level or equivalent.

Additional information:
- This role will involve national travel and some overnight stays.