



Regional Studies Association

Conference and Events Officer



The Regional Studies Association (RSA) is a global learned society, membership organisation and network acting as a focal point for academics in the fields of geography, economics, political science and planning and for policymakers and practitioners working in rural and urban research, development and policy.

Our methods of working are via a large, well respected publishing programme (5 journals, book series, online magazine, Blog); a global to local conference and events programme; territorial divisions and sections including China, Latin America; a research funding programme and an active knowledge exchange programme. We work globally and in partnership with organisations such as the European Commission, Committee of the Regions, United Nations, UN-Habitat, World Bank, OECD, Whitehall and Westminster.

The Association has currently members in 72 countries and has seen strong growth and global expansion over the last few years.

There is a small and international team of eight staff in the headquarters in Brighton, East Sussex and additional employees who work outside the main office either on our publication programme or in the territorial divisions (e.g. in Beijing).

The RSA also has a European Foundation called RSA Europe which is based in Brussels and delivers conferences/events and other activities mainly in the EU.

As the successful candidate you will play a pivotal role in delivering on our global conference and events programme and will be working on large and small-scale events ensuring their efficiency and high standards. You will be expected to travel domestically and internationally as part of your work.

Why work with the Regional Studies Association?

We are a lively and diverse global community with international reputation in academic research, regional development initiatives and policy. Our values are to be a leading and impactful community. Much of our success is down to our dedicated and professional staff team and as the successful candidate you will play an important role in supporting our community and by doing so, impact on the future of the Association and the field. Join us as we embark on an exciting global journey with our Development Plan.

The RSA offers a busy office with supportive colleagues, a commitment to your continuing personal and professional development in an environment that encourages excellence, creativity and diversity. We are a workplace pension scheme and a bike to work scheme, a health plan and 25 days of leave plus UK bank holidays.

Your profile

Previous event planning and delivery experience is essential. You will be a highly organised team player with intercultural awareness, a customer service approach and the ability to use initiative and creativity to resolve problems. You will have high standards of numeracy and literacy and fluent and easily understood English because some of your work will be conducted by telephone and skype.

Interested candidates may telephone to discuss the role with Deputy Chief Executive, Daniela Carl – 01273 698 017.

You should submit your CV and covering letter setting out your relevant experiences and why you are the ideal candidate including the names of two referees one of whom should be work related and preferably your major or most recent employer.

Closing date: midnight **Thursday 6th September 2018**.

Applications should be addressed to Daniela Carl, Deputy Chief Executive, Regional Studies Association, Daniela.carl@regionalstudies.org

Interviews will be held on 13th and 14th September at the office in Falmer, Brighton.

JOB DESCRIPTION AND PERSON SPECIFICATION

1. Job details:

Job title:	Conference and Events Officer
Working hours:	5 days a week. Full time - 35 hours per week.
Salary range:	Grade 5 - £21,199 - £26,026. The post includes a health plan and access to a workplace pension.
Mode:	Full-time, 18-month fixed term appointment in the first instance
Location:	The post holder will be based at the Association's office in Falmer/ Brighton, East Sussex, UK. Some UK and international travel will be part of the role.
Accountable to:	Deputy Chief Executive

2. Purpose of the role:

The role of Conference and Events Officer is pivotal in delivering our global conference and events programme and the post holder will be working on a series of events both large and small scale ensuring their efficiency and high standards. The Conference and Events Officer will be expected to travel domestically and internationally to deliver the conferences and events that they organise and to assist with other activities of the Association.

This role has two core components – cradle to grave conference and meeting organisation including related financial processing (formal bookkeeping skills not necessary), marketing and promotion of the event (with support from the Communications and Membership Manager) and the acquisition of sponsorship and in-kind support (with support from the local event partners, the Deputy CEO and the Finance Officer) for the event. Secondly, administrative support on Association projects such as Board meetings will be required.

The post holder will work with colleagues to project manage and deliver several meetings of different sizes and types each year including internal meetings, national and international scientific conferences and events. There is no direct

financial control, but budgeting and financial reporting will be required. The post holder will make financial postings to SAGE Financial Controller. Marketing experience is desirable and the successful candidate will have excellent customer care and service skills. Other tasks include booking travel arrangements, organising meetings, minute and note taking as well as some office management functions such as ordering stationery and consumables, management of the daily post, answering the telephone, handling queries from RSA members and members of the wider international community etc. Some work on other RSA projects will be required such as membership management, publications management etc.

The staff team are responsible for the implementation of the Association's aims as set out in the Development Plan 2015-2020. The post holder will be given appropriate training on the Association conference and membership portal and on its methods of marketing and use of social media. There are established ways of working but new innovation reflecting best practice would be welcomed. The content of conferences and events is led by the CEO and Deputy CEO in conjunction with Association Board members and local conference partners. The Association has two members of staff working on events and they work collegiately. Technical knowledge of the field of regional studies is not required but an appreciation of what is involved is desirable.

The Association works internationally and some travel and overnight stays of varying lengths will be expected. Occasionally travel and work may fall outside Monday to Friday working and there is no additional remuneration available as this is reflected in the salary.

3. Main duties and responsibilities:

- To contribute to the strategy and development of the Association's global events programme and the Association in general.
- To organise, promote and deliver conferences and events such as academic conferences and summer schools in partnership with local partners, the RSA Board member responsible for conferences and events, the CEO and Deputy CEO.
- To manage the CRM system in relation to all events, including building a registration site for each event (Aptify Software) and the RSA conference app working with an external development team.
- To co-ordinate and sell exhibitor space at RSA events.
- To manage the marketing of events.
- To gain in kind and financial support from sponsors and supporters of conferences.
- To explore and search potential new markets to expand marketing and find new pools of social scientists to recruit as members and events delegates to expand attendance and activity.
- To produce conference invoices and correspondence using our conference software (Aptify Software).
- To co-ordinate all event logistics including delegate management and registration, speaker/chair liaison.
- To manage the staff team and group of volunteers when delivering an event.
- To co-ordinate and compile abstract volumes and full paper web management (unless these are outsourced) – there is no editorial responsibility.
- To produce conference accounts including budgets and out-turns and when necessary working in multiple currencies.
- To run post event analysis using online evaluation surveys and by engaging with delegates during the event.
- To prepare reports including financial reports for the Board and other committees and meetings.
- To organise other meetings and events organisations (national events, partnership events, Board and Publishing meetings).

Any other task that might reasonably be allocated

4. Key skills and experiences required for the position

- Conference and meeting organisation experience
- Networking skills and outgoing personality
- Excellent customer service and customer care skills
- Organisation, planning and accurate working
- Budgeting/financial management
- Design, marketing and advertising placement experiences including social media
- Project and time management
- Experience of using all Microsoft Office applications (WORD, EXCEL, OUTLOOK, PUBLISHER)
- Communication (clearly understood spoken English and accurate and correct written English)
- Willingness to learn other computer applications and bespoke systems

Note: This description is not intended to establish a total definition of the job, but an outline of the duties.

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