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| **Role Title:** | Conference Producer | **Responsible to:** | Operations and Delivery Lead |
| **Division:** | Business Development & Engagement | **Department:** | Risk Prevention |
| **Direct reports:** | None | **Scope:** |  |
|  | **Scale:** | 0 People$£0 Budget$£0 Income |
|  | **Regulated Function:** | No |
| **Evaluation Level:** | Implement 2 | **Role Family:** | Sales, Marketing and Communications  |

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| **Role Purpose** |
| * Responsible for the end-to-end organisation and delivery of in-person, hybrid & virtual conferences and large-scale events.
* Working with a wide range of internal and external stakeholders, develop, co-ordinate and execute all aspects of events delivery, conference planning and implementation.
* Work closely with multiple stakeholders to monitor the effectiveness of the planning and implementation processes for conferences and events.
* The position will be responsible for the organisation and delivery of events globally and therefore some early morning / evening work will be required.
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| **Accountabilities (RACI)** | **Measures of Success/KPI’s** |
| **Operational*** Contribute to the development of the global MPS conference and large-scale event activity plan
* Lead on the organisation and delivery of conferences and bespoke events to time, cost and quality and that can demonstrate a return on investment
* Facilitate discussion to determine event concept and programme development, drawing on internal and external experts
* Recruit and manage speakers and moderators. Negotiate external speaker presenter fees
* Liaise with speakers and train/on-board on presentation/technical requirements
* Project manage each event from start to finish by collaborating effectively with the departmental stakeholders including Risk Prevention Leads, the MPS stakeholders including Branding & Marketing, Business Development and Country Leads
 | * Delivery of activity to plan
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| **Financial*** Deliver against the Operations and Delivery team budget, ensuring efficient and effective operations
* Consider all spend within organisation policy and support cost saving efficiency within the department and to our stakeholders by adopting a culture for continuous improvement
* Manage relevant contracts and suppliers required for the delivery of conferences and large-scale events
 | * Operations and Delivery budget Vs Plan
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| **Member/Client*** Develop and execute conferences and events which provide benefit to members and non-members and demonstrate MPSs expertise
* Develop marketing briefs and support the delivery of timely and accurate communication for members, non-members and any stakeholder requirements
* Effective handling of conference/event feedback and complaints with escalation as required
* Evaluate the success of events through agreed evaluation criteria, feedback and data capture
 | * Net promoter score
* Participant evaluation scores
* Registration and participation rates
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| **People*** Take personal accountability for own training, competence, performance and engagement of self and colleagues ensuring clarity on own accountabilities and comply with all governance, policy standards and processes.
* Work effectively within a team environment, supporting and collaborating with members of the immediate team and wider department
* Identify, grow, and nurture internal and external relationships at all levels to maximise the team’s effectiveness; especially when collaborating on promotion and delivery
* Collaborate with internal divisions and departments, associations, MPS’s local business partners and consultants to ensure all events and event promotion are culturally appropriate, promote MPS’s expertise and benefits; and the programme is topical and appeals to the target audience
* Commitment to keeping abreast of trends within event delivery and ensuring the department is kept informed
 | * Delivery of Personal Development Plan
* One to one / performance review meetings Vs Plan
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| **Risk*** Contribute to the identification of risks and issues within Operations and Delivery to enable resolution and mitigation of potential impact on MPS, members and colleagues.
* Comply with appropriate business processes, policies and regulatory requirements (as applicable).
 | * Risk Self-Assessments
* Completion and adherence to compliance modules
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| **Responsibilities (RACI)** |
| * Ensure own role and purpose of the function is well understood by and works effectively with key colleagues across the organisation.
* Establish a strong network of relationships with internal and external stakeholders, including subject matter experts, at all levels across the organisation, establishing the role as a trusted and embedded partner
* Support Risk Prevention to deliver on the overall corporate strategy and business performance
* Develop and implement plans to maximise marketing and business development opportunities at all events
* Evaluate the success of events through agreed evaluation criteria, feedback and data capture
* Develop and share best practice
* Follow and support MPS Branding and Marketing guidelines
* Contribute to the department’s continuous process improvement and documentation of policies and procedures

Undertaking other duties and tasks that from time to time may be allocated to the role holder that are appropriate to the level or role. |

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| **Key Governance Responsibilities** |
| * Not applicable
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| **Leadership Framework Competencies** | **Level** |
| Fresh Thinking |  |
| Building Capability in Self and Others |  |
| Influencing Others |  |
| Collaborating for Results |  |
| Leading Self and Others |  |
| Commercial and Risk Thinking  |  |

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|  | **Knowledge and Qualifications** | **Skills** | **Experience** |
| **Essential** | * Qualifications or demonstrated working knowledge in conference and events management
 | * Managing multiple projects to an extremely high standard
* Be creative and be able to prioritise tasks in the face of challenges
* Flexible with strong time management, organisation and communication skills
* Can work independently and are a self-starter with a strong work ethic, positive attitude and a high energy level
* Stakeholder management and relationship building,
* Ability to work collaboratively cross functionally and within a matrix structure to prioritise delivery of desired outcomes
* Attention to detail, hands on approach and the ability to pre-empt and solve problems
 | * In depth experience of devising and delivering international events and of implementing effective engagement and events strategies
* Experience of working effectively with influential stakeholders
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| **Desirable** |  | * Working with virtual event delivery platforms
 | * Working with external events providers/agencies on conferences and/or large-scale events
* Working in a commercial professional event management company
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