



Association of Research Managers & Administrators (ARMA) UK

Job Title:	Conference and Major Events Manager
Salary:	£40,000 or pro rata thereof
Benefits:	You will be invited to join ARMA's contributory Company Pension Scheme with Aegon. You will also be entitled to 30 days holiday per year, pro-rated for part-time roles , plus 8 bank holidays.
Contract:	Open-ended, .8FTE
Reporting to:	Chief Operating Officer

Background:

ARMA (UK) is the professional association for research management in the UK. We currently have around 3,000 individual members from 250 organisations, ranging from Universities and Funding Bodies to the National Health Service and independent Research Institutions. We represent research leaders, managers and administrators, offering professional development and opportunities to build networks, knowledge and skills. We work with UK-wide and international bodies to influence and understand the changing research management agenda, translating the impacts of that change for our members. We work with others to promote public trust in research, communicating its benefits and value. Most of all, we work to enhance research management as a professional partner in the UK research environment. We provide a wide range of membership benefits and development opportunities, including regular e-news, social media channels, a member magazine, the Professional Development Framework, a jobs mailing list and our Annual Conference. ARMA is a limited company by guarantee established in May 2006.

About the Executive Office:

Co-located with Universities Scotland at Holyrood Park House, just next to the Scottish Parliament building in Edinburgh, the Executive Office is a small team of currently 5 individuals working for ARMA's Board, 3 Committees and various working groups. Collectively, we help to

deliver ARMA's Strategic Vision, while ensuring that all our members are suitably supported with the best possible customer service to ensure they secure maximum value from their membership. The Executive Office enjoys a good relationship with its Board, Committees and members and while always busy, we are committed to putting our people first. We communicate by talking to each other, working as a team to help each other out and we never take life too seriously!

ARMA's Annual Conferences:

Our Annual Conference is our flagship learning & development and networking event. Taking place each June, our Conferences are attended by 700-800 members from all across the UK and beyond. Attracting some of the UK's most influential speakers, our Conference gives the Association a high profile amongst research funders and government departments. Taking place over two days, the Conference has a number of satellite meetings either side of it and attracts in excess of £100k of sponsorship and exhibition income. Members are actively encouraged to contribute towards, and take part in this event, and a major component is our parallel sessions designed to cater for all aspects of research management and administration. While the quality of the programme of keynote speakers, plenaries and workshops is paramount, an important facet of the Conference is the social element and our programme incorporates a number of social and wellbeing activities, including the very popular Gala Dinner and Awards.

Our next Annual Conference is at the new ICC Wales, near Newport and takes place on 10th and 11th June 2020.

Purpose of Post:

The post-holder will lead the delivery of our Annual Conference, to be held on 11-12 June 2020. They will also deliver a number of other high value events held during the year, including our Executive Roundtable programme for Directors and Heads of Office

The ARMA office is based in Edinburgh, but our conference in June 2020 will be held at the ICC Wales in Newport.

The post is offered part time on a .8FTE basis and will be focused around key delivery periods, as during the lead-in to the annual conference it is likely that the time requirement will be greater. We are happy to discuss both working patterns and location with the candidates. There will be a requirement to travel within the UK as part of this role.

Main Responsibilities:

- To support the Director of Conference in all elements of annual conference delivery and any other member of the Board who is leading on specific events.

- To work with the Director of Conference to develop all aspects of the conference programme, including speakers, timetabling and social programme.
- To manage and deliver events within an agreed budget and within the guidelines established by our Finance & Governance committee.
- To manage the relationships with our corporate and other sponsors who support the annual conference and other events, maintaining our existing sponsorship income and exploring new opportunities to grow our sponsorship income.
- To manage relationships between third parties and the Association for the successful delivery of our events including any venues; PCOs, accommodation providers and technical providers.
- To manage the communication and marketing of our events and support the development of a suite of communication and marketing material that will promote our events
- To coordinate the work of the team, including members, and provide clear expectations in terms of required outputs and standards.
- To implement and manage effective business processes, procedures and service design within the team's operation and ensure optimum efficiency.
- To work proactively to build and maintain internal and external networks as relevant to all aspects of the role and work with an appropriately external focus to support an ongoing awareness of good practice and emerging issues within the sector.
- To report regularly to the Conference Working Group and Board in both the lead-up to and following the annual conference and at times on other events throughout the year.
- To undertake any other duties as may be required, in line nature of the role, as directed by the Chief Operating Officer.

Person specification:

Essential

1. Significant experience of managing large scale events for an organisation
2. Significant experience of managing and working within large event budgets
3. Significant experience of working with, or working for, PCO companies, to ensure optimised, productive and cost- effective working relationship
4. Highly organised with the ability to work with strong attention to detail, accuracy, and within specified deadlines.
5. Strong people management skills including target setting, appraisal and management of performance.
6. Excellent skills in communicating effectively at all levels both orally and in writing, with the ability to communicate using a wide range of styles appropriate to different individuals, groups and situations.
7. Ability to work independently and with initiative but to also operate successfully in team and wider collaborative contexts.
8. Excellent analytical, evaluation and problem- solving skills.

9. A strong commitment to operational excellence, customer care and the member/delegate experience.
10. Confidence as a manager and in progressing the management responsibilities relevant to the area of responsibility.
11. IT skills, including proficiency in the use of the Microsoft Office suite and social media and marketing tools.

Behaviours/Competencies

Given this vital role, and its direct impact on the member/delegate experience, it is essential that ARMA operates professionally, effectively, efficiently, and with customer care, and the members' interests at the heart of its focus. Therefore, in addition to the duties and responsibilities associated with this role, the post holder will be required to evidence that they can have the qualities, or as a minimum the potential to develop the qualities, associated with the following nine behavioural competencies:

1. **Managing Self and Personal Skills**
Willing and able to assess and apply own skills, abilities and experience. Being aware of own behaviour and how it impacts on others.
2. **Delivering Excellent Service**
Providing the best quality service to our diverse customer base, taking care to monitor expectations are being met or exceeded and building genuine, long term relationships in order to drive up service standards.
3. **Finding innovative solutions**
Taking a holistic view and working enthusiastically and with creativity to analyse problems and develop innovative solutions and workable solutions. Where appropriate, identifying opportunities for innovation.
4. **Embracing Change**
Adjusting to unfamiliar situations, demands and changing roles. Seeing change as an opportunity and being receptive to new ideas.
5. **Using Resources**
Making effective use of available resources including people, information, networks and budgets. Being aware of the financial and commercial aspects of the organisation.
6. **Providing Direction**
Seeing the work that you do in the context of the bigger picture and taking a long term view. Communicating vision clearly and enthusiastically to inspire and motivate others.
7. **Developing Self and Others**

Showing commitment to own development and supporting and encouraging others to develop their knowledge, skills and behaviours to enable them to reach their full potential for the wider benefit of the organisation.

8. Working with People

Working co-operatively with others in order to achieve objectives. Demonstrating a commitment to diversity and applying a wide range of interpersonal skills.

9. Achieving results

Planning and organising workloads to ensure that deadlines are met within resource constraints and consistently meeting objectives and success criteria.

How to apply:

If you are interested in applying for the role, please send Hamish Macandrew, Chief Operating Officer at Hamish.macandrew@arma.ac.uk a covering email and CV by 5pm **on Monday 26th August**, summarising why you would like the role and outlining the ideas, skills and experience you believe you can bring to ARMA. We will then review the expressions of interest we have received, and call shortlisted candidates for an interview, which will take place in the week commencing 16 September in Edinburgh.

Further information:

If you have any queries related to this post, please contact: Hamish Macandrew, Chief Operating Officer at hamish.macandrew@arma.ac.uk.