

Events Manager

Role profile

About us

We're RCOT, the Royal College of Occupational Therapists. We've championed the profession and the people behind it for over 90 years; and today, we are thriving with over 36,000 members. Then and now, we're here to help achieve life-changing breakthroughs for our members, for the people they support and for society as a whole.

We have a vision, that people everywhere value the life-changing power of occupational therapy. To achieve this we have a new organisational structure which positions us so that we can grasp the opportunities for occupational therapy and for us as a membership body.

What we do and how we do it

We live and breathe our values. They describe what matters to us. They show how everyone here at RCOT acts and makes decisions as individuals and as one team. And they drive us in our approach to achieving our vision and purpose.

Our values	
We Impact	We make meaningful differences with all our work. We prioritise work that achieves our shared purpose and strategy. We go above and beyond for the people who need us.
We Challenge	We find new and better ways to make things happen. We are brave and bold in our ideas and actions. We challenge ourselves, each other and the status quo.
We Elevate	We lift up and support others to be and do their best. We are accessible and collaborative. We are united and move forward together, even if we sometimes disagree.
We Respect	We value each other and celebrate our differences. We are approachable, genuine and trustworthy. We listen to others and believe everyone's views should be heard.

Brand and Marketing Directorate

It's an exciting time to join RCOT and the Brand and Marketing team. We're working to transform awareness of occupational therapy across the UK, making sure it's understood, respected and valued and that the vital contributions our members make to a healthier society are recognised and celebrated.

In this role, you'll work closely with the Head of Profile and Campaigns to shape and deliver an ambitious and sustainable events strategy. You'll ensure our events reflect RCOT's brand and values, offering engaging content and excellent experiences for members and other stakeholders.

The purpose of your role

To support flexible working, the role of **Events Manager** is split between two part-time managers. Together, you'll lead the development and delivery of an ambitious and sustainable events strategy that reflects RCOT's brand and values. You'll ensure our events offer engaging content and excellent experiences for members and stakeholders.

As Co-Events Managers, you'll jointly oversee RCOT's events portfolio, including our flagship Annual Conference and a range of corporate events. You'll ensure all events are strategically aligned, commercially sustainable and

delivered in line with our governance frameworks and event standards.

You'll provide project and budget management, collaborate with internal and external partners and co-line manage the Events Team to ensure seamless, high-quality delivery and continuous improvement across all event activity.

Your main responsibilities	What you bring to the role
<p>Operational delivery</p> <ul style="list-style-type: none"> • Lead the implementation of our Events Strategy, ensuring all events are insight-led, strategically aligned and logged through the CRM for evaluation and continuous improvement. • Develop and coordinate the centralised event proposal process and apply the Event Standards Framework to ensure consistency, accessibility, and brand alignment. • Collaborate across teams to shape content, manage strategic partnerships and deliver events that support income generation, member engagement and growth, and campaign priorities. • Ensure integration with RCOT Communities and uphold governance protocols, including commercial approvals, risk management and adherence to defined thresholds. • Be responsible for line managing the Events team, supporting professional development, operational efficiency and delivery excellence, with the support of your Co-Event Manager. • Support your Co-Events manager on the team budget, annual planning and target setting. • Develop and refine processes to improve team efficiency, including CRM enhancements and system changes that support evolving business needs. • Provide leadership for selected communications and marketing projects, ensuring timely delivery and issue resolution. • Compile and analyse event feedback and produce reports to inform strategic planning and performance monitoring. • Co-lead the delivery of RCOT's flagship Annual Conference, a high-profile platform for showcasing sector leadership, celebrating excellence and engaging with the wider health and social care landscape. Responsibilities include: <ul style="list-style-type: none"> - Managing the relationship with external conference organisers, ensuring SLAs are met and acting as the main point of contact. 	<p>Qualifications and sector knowledge</p> <ul style="list-style-type: none"> • Degree level education or equivalent in experience. • Sales, marketing or sponsorship qualification (desirable). • Experience of working for a professional body, membership organisation or charity, and/or good understanding of the health and social care environment (desirable). <p>Strategic and commercial expertise</p> <ul style="list-style-type: none"> • Proven experience in strategic event management, including delivery of high-profile, commercially sustainable events. • Demonstrable experience in implementing successful commercial strategies, including sponsorship, pricing models and income-generating products or services. • Strong commercial acumen, communication and negotiation skills. • Experience in taking a business partnering approach to creating and delivering commercial products and services. <p>Data, digital and insight</p> <ul style="list-style-type: none"> • Experience in using CRM systems and digital tools to support event planning, data capture and insight generation. • Strong analytical skills, with expertise in market research and data analysis, translating insights into actionable strategies that enhance member engagement and event performance. <p>Delivery and leadership</p> <ul style="list-style-type: none"> • Excellent project management skills, with the ability to lead cross-functional teams and develop complex programmes to schedule. • Proven leadership and people management experience, with the ability to communicate a clear sense of direction, engage and inspire individuals and teams to higher performance, and co-lead in fostering a collaborative, high-performing culture.

Your main responsibilities	What you bring to the role
<ul style="list-style-type: none"> - Overseeing project workstreams and supporting colleagues throughout the planning and delivery process. - Embedding commercial models such as sponsorship, ticketing and strategic partnerships. - Managing core delivery elements including budget control, abstract and registration processes, programme structure, RCOT-led sessions, site visits, speaker liaison, stage management and conference materials. • Jointly manage RCOT's corporate events, including: <ul style="list-style-type: none"> - The Elizabeth Casson Memorial Lecture, Annual Awards, AGM and royal visits. - Planning and delivery responsibilities such as venue sourcing, guest liaison, speech and script production, budget management and coordination with senior stakeholders including the CEO, RCOT's governing body, and royal office staff. - Lead delivery of spotlight events, connecting members across regions and practice networks on priority topics. <p>Values, culture and management</p> <ul style="list-style-type: none"> • Live our values in all that you do; celebrate it when colleagues live our values and raise it, respectfully, when they don't. • Manage and empower your team to deliver impact for our members and colleagues. • Have regular conversations about objectives, wellbeing and performance (data, impact and outcomes). • Coach colleagues to take ownership of their career development, offering support and guidance as needed. 	<p>Collaboration and communication</p> <ul style="list-style-type: none"> • Highly developed interpersonal and collaboration skills, with the ability to influence colleagues at all levels and build strong working relationships across teams. • Excellent written, verbal and organisational communication skills, including confidence in presenting, report writing and effective handover in a shared leadership model. • Confident and proficient in using digital technologies to work collaboratively and productively in a hybrid working model, championing and promoting new ways of working. <p>Personal attributes</p> <ul style="list-style-type: none"> • High attention to detail and a proactive, solutions-focused mindset, with the adaptability to respond to challenges in a collaborative environment. • Enthusiasm to live and model our values, with a demonstrable commitment to equity, diversity, belonging and environmental sustainability. • High levels of self-motivation, enthusiasm and passion for the professional field you represent. • Ability to travel and work away from home on occasion.

A bit more about the role

- **You'll report to** the Head of Profile and Campaigns
- **Your contract will be:** Fixed-term and available until 30 September 2026
- **You'll work:** 21 hours a week
- **You'll be based at:** London Bridge headquarters (hybrid working)
- **You'll be paid:** Circa £30k per annum (£50k per annum FTE)

Your main relationship will be with:

As **Events Manager**, your primary relationship will be with the other Events Manager, working collaboratively to lead the planning, delivery and strategic development of RCOT's events portfolio. Together, you will ensure consistency, continuity and shared ownership across all aspects of the role.

You will report to the Head of Profile and Campaigns, who provides strategic leadership across content, campaigns and events. This relationship is central to ensuring that events are aligned with RCOT's wider transformation goals, campaign priorities and member experience strategy.

You will also work closely with:

- The Events Team, who you will co-manage, providing day-to-day leadership, guidance and support.
- The Communities Team, to integrate events with member-led engagement and ensure a cohesive member experience.
- The Professional Development Head and Lead, to ensure that events support CPD priorities, integrate learning opportunities, and align with professional development goals.
- The CEO and Senior Leadership Team, particularly for high-profile corporate events such as the Annual Conference, Awards and royal visits.
- External partners, including conference organiser partners, venue providers and sponsors, to ensure high-quality delivery and commercial performance.

What we will offer you

- Paid holiday calculated on a pro-rata basis - 25 days (FTE), approximately **15 days paid holiday** during your contract, depending on your start date.
- **Christmas closure** – we're closed over the Christmas period. Additional time will be given to all employees to cover any working days during this period.
- **Pension scheme** – we operate a contributory pension scheme, you are eligible to join this scheme from your start date. Contributions are made on a salary exchange basis and are 6% of gross salary from the employee and 9% from the employer.
- **Life cover** – four times your annual salary.
- Free **eyesight testing**.
- Free **Employee Assistance Programme**.
- **Flexibility** through a hybrid working model, which offers a blend of home and office-based working, with a minimum of two office days a month (sometimes once a week)
- **Supportive networks and inclusive team** - we have several colleague networks to support colleagues and provide a space for discussion and reflection, as well as promote allyship.

Equity, Diversity & Belonging

As a membership organisation, a professional body and an employer, RCOT is committed to leading innovative change to promote equity and social justice and build a sense of belonging for all our staff, members and the populations we serve. Our ambition is to have a diverse workforce that is representative of the communities we serve. We don't only embrace diversity, we celebrate it, nurture it and support our staff in realising their true potential. We are passionate about creating an environment free from discrimination and harassment where people can be their authentic self and recognise that each of us is unique. Therefore, our definition of diversity goes beyond those defined in equality legislation and we will afford the same standards and principles to those with lived experiences.

We welcome applicants from all backgrounds and are keen to see applications from people with lived experience of disability or long-term health conditions, from minoritised ethnic and LGBTQIA+ communities.