

Events Coordinator

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.

Membership Engagement

It's an exciting time to join RCOT and the Membership Engagement 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.

The purpose of your role

As **Events Coordinator** you'll work with the Events Managers to deliver our events portfolio – including the delivery of the Annual Conference and the AGM – and you'll manage the planning and logistics whenever we're attending external events. You'll help ensure that all events deliver on our strategy to engage with members and the wider occupational therapy profession, helping to develop and deliver an events offer which brings in new members and retains existing members.

Your main responsibilities	What you bring to the role
<p>Operational delivery</p> <ul style="list-style-type: none"> • Undertake the organisation, administration and staging of RCOT events, together with the appropriate stakeholders. • Requires resilience and adaptability to deliver outcomes through change and competing priorities. This includes remaining professional, staying calm under pressure, prioritising effectively, adapting plans quickly, learning from feedback and escalating risks early. • Work with RCOT colleagues to determine a schedule of exhibitions where our presence with a stand is required and approved and provide an annual budget for consideration. • Provide logistical and operational support for all commissioned exhibitions attended by RCOT and maintain an accurate record of all exhibitions planned and attended. • Liaise with the conference providers on any stands required, speaker slots and/or sponsorship details ensuring accurate information is kept at all times. • Organise and co-ordinate appropriate internal colleagues to attend exhibitions and ensure they're fully briefed on their duties before attending. • Brief brand and marketing colleagues on the details of the exhibition ensuring that suitable display and marketing collateral is produced. • Maintain and manage all financial aspects relating to the exhibition ensuring tight budgetary control. • Ensure a post event evaluation meeting takes place to establish whether the pre-defined exhibition objectives were achieved and ensure any suggestions for improvement are implemented at future events. • Manage a variety of tasks and projects for the Annual Conference, and as required, other corporate events. <p>General</p> <ul style="list-style-type: none"> • Provide periodic reporting for Council papers and Senior Leadership Team meetings to the Interim Director of Membership Engagement • Provide events advice and support to RCOT staff. 	<ul style="list-style-type: none"> • Work collaboratively and communicate clearly, demonstrating our values and ways of working. • Previous experience of working within an events role. • Ability to demonstrate successful proactive management, staging and promotion of events from start to finish. • Previous experience of managing budgets and producing financial and evaluation reports. • Previous experience of invoicing, credit control and chasing payments. • Proficient IT skills, especially use of MS Teams, Word, Excel, Outlook and PowerPoint. • Proficient virtual meeting platform skills, especially Teams and Zoom. • Experience using Microsoft 365 applications e.g. SharePoint, OneDrive. • Experience using MS Dynamics CRM application or similar. • GCSE or equivalent in English and Maths. • Good interpersonal skills. • Ability to demonstrate good verbal and written skills, including the ability to write event briefs and detailed event scripts/running order for speakers. • Ability to prioritise a busy workload and work to deadlines. • Ability to demonstrate that you work well as part of a team. • Flexible and adaptable attitude. • Availability to work away from home on occasions and unsociable hours when required. • An enthusiasm to live and model our values across all areas of work. • A demonstrable passion for embedding environmental sustainability principles across all areas of work. • A demonstrable passion for including equity, diversity and belonging principles across all areas of work.

<ul style="list-style-type: none"> • Ensure all enquiries are handled courteously and efficiently. If the enquiry falls outside the remit of the jobholder, ensure that it is passed on quickly to the correct person for a response. • Bring to the attention of the Director of People, Finance and Governance any actual or potential health and safety issues at the earliest opportunity to allow remedial action to be taken. • Attend management and staff meetings as required. • Carry out any reasonable duties that the Events Manager and/Director of Membership Engagement may require from time to time. <p>Values and culture</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. • Engage in regular conversations with your manager about objectives, wellbeing and performance (data, impact and outcomes). • Take personal ownership of your career development, seeking support and guidance as needed. 	
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A bit more about the role

- **You will report to:** Events Manager
- **Your contract will be:** Permanent, full time
- **You will work:** 35 hours a week
- **You will be based at:** London Bridge headquarters (hybrid working, combining remote work with regular office attendance.)
- **You will be paid:** Circa £31K

What we will offer you

- **25 days paid** holiday raising to 28 in the leave year after you've completed five years' service.
- **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** – RCOT operates a contributory pension scheme, you are eligible to join this scheme from your date of commencement. 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 annual salary.
- Free **eyesight testing**.
- **Free health and wellbeing app**.
- **Flexibility** through a hybrid working model, which offers a blend of home and office-based working, with a minimum of one office days 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.

Your main relationship will be with:

- Membership Engagement Directorate
- Events Managers
- Events team

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.