

Job Description: Events & Education Officer

Salary: £28,000 – £35,000

Contract: Full-time

Purpose of the Role

The Events & Education Officer will deliver day-to-day event logistics, support the Annual Scientific Meeting, play an active role within the BMUS committee structure, and lead the delivery and development of BMUS digital and online education.

Key Responsibilities

Event Delivery and Logistics

- Deliver approximately 50% of the BMUS Study Day programme, including venue sourcing, registrations, delegate payments, communications, sponsorship management Course feedback, CPD Certificates and speaker liaison.
- Arrange event materials and attend study days as required.
- Support the delivery of external conferences and events, including UKIO and AEPU.
- Support the Annual Scientific Meeting, with responsibility for delegate bookings, invoicing, payments, communications and delegate materials.
- Attend the Annual Scientific Meeting and support the delivery of the conference.

Volunteer and Student Engagement

- Support the student volunteer programme, ensuring all study days are supported by volunteers.
- Develop clear volunteer pathways and a positive volunteer experience for BMUS members.

Committee and Stakeholder Support

- Play an active role within the BMUS committee structure.
- Support PSG committee meetings and attend Education Committee meetings.
- Produce reports and updates for the committees to aid them in their work

Education and Digital Learning

- Update and develop BMUS digital and online educational content.
- Maintain and develop the BMUS Webinar Library.
- Work with King's College London to upload and promote CPD content.
- Collaborate with Education Committee members to develop the BMUS Education Learning Package and CPD portal.

Marketing and Communications

- Support print and digital marketing of BMUS events and educational activities.
- Undertake design work using Canva.
- Support the Events and Marketing Officer to deliver marketing campaigns.

General Responsibilities

- Update and maintain the BMUS website.
- Support the ongoing growth and development of BMUS and promotion of membership.

Person Specification: Events & Education Officer

Essential

- Experience of planning and delivering events, including logistics, registrations and delegate communications
- Experience of supporting or delivering education activities, including webinars and online learning
- Strong written and verbal communication skills, with the ability to work effectively with volunteers and committee members
- Experience in managing administrative processes such as bookings, invoicing and payments
- Strong organisational skills with the ability to manage multiple workstreams and deadlines
- Confident IT skills, including learning platforms, websites, databases and Microsoft Office (or equivalent)
- Ability to work collaboratively with a wide range of stakeholders
- Willingness to attend events and meetings outside normal office hours on occasion

Desirable

- Experience of developing or maintaining digital learning content, webinars or CPD resources
- Experience of working with volunteers or student programmes
- Experience of working with higher education institutions or external education partners
- Experience within a membership organisation, charity or healthcare-related environment
- Basic design skills or experience supporting digital marketing activity
- Understanding of CPD requirements and online learning platforms