

ROLE DESCRIPTION - EVENTS OFFICER

The Events Officer should:

- Have good organizational and time management skills
- Be reliable and able to handle the responsibilities of this role alongside current commitments
- Have a passion for promoting the conservation/restoration sector and facilitating CPD training and information dissemination
- Be able to work collaboratively with the committee and other stakeholders
- Have a working knowledge of Zoom

Role:

The Events Officer is responsible for developing an annual calendar of special interest events that provide CPD training and items of general interest for the Group's conservation disciplines. Additionally, they will plan events to disseminate information about conservation/restoration best practices, research, and understanding, as well as events to share conservation and preservation information with the public. The Events Officer will manage the calendar of agreed and planned events, keep event information up-to-date and accessible, and act as a central point of communication and information for events.

Responsibilities:

Event Planning:

- Plan the calendar of events in collaboration with the committee and relevant stakeholders
- Plan meeting dates, book rooms/Zoom slots/speakers/catering services, and send out notifications, minutes, and other necessary documents
- Ensure committee members involved in organizing events have access to relevant guidance documents, templates, and forms
- Collate information about the events and speakers to be shared on the Icon website and social media

Event Management and Reporting:

- Monitor the progress of planned events and deliver reminders as necessary
- Report on event progress and details at committee meetings and Annual General Meetings
- Make arrangements for necessary reporting and communications with headquarters (HQ), such as informing HQ about event-related financial matters
- Provide tech support during online events and/or stewarding during in person events
- Participate in event evaluation

What will I gain from this role?

All Committee roles count towards your continued professional development. You will learn or improve upon existing skills such as:

- Improved networking and connections with conservators and heritage organizations
- Better understanding of voluntary sector workings and governance procedures
- Expanded knowledge of other disciplines through links with other Icon Groups
- Transferable skills as an Events Organiser for other charity/professional body organizations



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Soft Skills:

- Communication and negotiation
- Stakeholder management
- Creativity and member-focussed service
- Time management, planning, adaptability, problem-solving
- Teamwork, collaboration, coordination, dependability
- Delegation, leadership, responsibility