

HEL^oA

Conference Manager - National Conference
February 2025



What is the role?

The Association runs a number of conference events at group and national level each year, aimed at specific segments of the membership, culminating in our flagship National Conference and AGM. This role is based within the UK Training Team and will specifically focus on supporting the organisation and delivery of the National Conference. The Conference Manager is an appointed role lasting for 3 years and the appointed person must be a member of HELOA. The ability to reflect on feedback and sector changes to ensure the conference is suitable for a wide range of HELOA members, whilst balancing the need to develop profitable yet good value programmes and events is key to this role.

What will you get to do?

As one of two Conference Managers, this role will specifically focus on planning and running the National Conference. The elements of the role will be divided between the two roles. Working closely with the UK Vice-Chair (Training), the role will create innovative, insightful and exciting conferences, appropriate to our members and will also collaborate with the HELOA Communications and Partnerships teams during the organisation and delivery of the event. You will also work with the wider HELOA Training Team to support the delivery of various HELOA Conferences (New Practitioners' Conference/Professional Development Conference) and webinars (where required) and support our commitments in the HELOA Strategy.

What will you learn?

- Working with internal teams and external partners to produce excellent conferences
- Increased event management skills
- Increased assertiveness and tactful approaches to stakeholder management
- Project management skills
- Enhanced sector knowledge and awareness of policy
- Remote working and coordinating events with colleagues from all over the UK



The role will be expected to:

- Oversee the implementation of the National Conference and work closely with the HELOA Office to manage the bookings, delegate liaison and administration.
- Liaise with the venue on all logistical arrangements for the National Conference, including: communicating conference schedule, room layouts and technical requirements, checking dietary requirements and food menus etc.
- Ensure delegate needs (e.g. access needs and dietary requirements) are met.
- Work closely with the HELOA Communications Team to create content for the website and delegate materials for the conference ensuring we are meeting the needs of our members as part of our Equality, Diversity and Inclusion strategy.
- Work closely with the HELOA Partnerships Team, liaising to arrange sessions, accommodation, gala dinner etc. the business expo and advising on cost and key information for HELOA partners and sponsors.
- Liaise with all external providers for entertainment (e.g. Gala Dinner) and act as the main point of contact with AV provider and confirm requirements, get quotes, liaise with UK Vice-Chair (Finance) from a budgetary perspective.
- Share information with Group Chairs to support Group level engagement and delegate experiences at the conference.
- Liaise with the UK Vice-Chair (Training) to ensure the conference programmes reflect the needs of the membership and contact speakers from across the membership and external companies.
- Provide the National Conference reports to the UK Vice-Chair (Training) in time for the appropriate UK Committee Meeting.
- Undertake additional responsibilities as periodically requested by the UK Committee.



What are we looking for?

We're looking for a motivated, team player who's interested in training and both physical and virtual events going forward and can demonstrate the following:

- Excellent organisational skills
- Strong written and verbal communication skills
- Excellent interpersonal and customer service skills
- Excellent attention to detail
- Skilled at time management to fit HELOA duties around your day job

Reporting

The Conference Manager - National Conference reports to the UK Vice-Chair (Training). Attendance at UK Committee meetings is encouraged and attendance at the National Conference is compulsory.

Remuneration

Roles with HELOA are undertaken on a voluntary basis. HELOA covers all travel, accommodation and sustenance costs for UKC meetings. As attendance at the National Conference is compulsory, a funded conference place will be provided each year for the duration of the role.

Registered Charity numbers: 1182953 (England & Wales) and SC050285 (Scotland)



What is being a Conference Manager like in practice?

Georgie Leeves, the outgoing Conference Manager (Venue Liaison) shares her experiences of the role and the skills she has gained...



I joined the training team wanting to maintain existing skills and develop my areas of experience, having moved to a job that no longer included large event management.

I have learnt so much more than I imagined and built amazing contacts and friends within the sector. Running National Conference is a big undertaking, but I was immediately part of a very supportive team and in a short time have improved many skills involved with running a large event at an external venue.

I would particularly recommend this role to regional staff who perhaps wish to build more contacts and familiar faces at events.

The role is rewarding both for your cv and career development, but also personally with the friends you make.

**For more information about the role, please contact
Emily Day (Vice Chair -Training):** training@heloac.ac.uk