



Marketing and Events Assistant Job Description

August 2022

ENT UK at The Royal College of Surgeons of England
35-43 Lincoln's Inn Fields London WC2A 3PE
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Job description and person specification

Marketing and Events Assistant

Opportunity to work for a leading healthcare membership association

ENT UK is the professional membership body representing Ear, Nose and Throat (ENT) surgery, as well as its related specialities, in the United Kingdom. We support members at every stage of their careers, from student-level right through to retirement – a total of more than 2,000 medical practitioners.

ENT UK has been prominent in the news for its leading role in identifying the link between anosmia (loss of sense of smell) and COVID-19. We recently won the Association Excellence Award for Best Membership Support During COVID-19, and this year we are shortlisted for the Best Association Newsletter and Best Digital Transformation.

We run a busy and exciting calendar of [events](#) for our members throughout the year. We are also planning and promoting [BACO 23](#), ENT UK's flagship three-day international conference taking place in February 2023. BACO 23 aims to attract up to 2,000 delegates and is an international conference appealing to ENT professionals from around the world!

The role

We are looking for an enthusiastic entry-level **Marketing and Events Assistant** to support the organisation of BACO 23 and the various events hosted by ENT UK and its Sub-groups. The successful candidate will also be responsible for leading on the delivery of our online events and webinars. The role will involve working with the ENT UK Conferences and Events Organiser who is leading on BACO 23, the ENT UK Events Officer and the ENT UK Communications Lead. It will also involve engaging with leading academics, clinicians, and medical companies in the UK and internationally.

The main remit of this position will be to support the organisation of BACO 2023; however, the full role responsibilities include:

Event Support

- Supporting the successful organisation of BACO 23 in advance and on-site, including abstract administration, programme development, speaker liaison, preparing presenter bios and delegate support.
- Supporting the successful organisation of ENT UK events, including printing material and badges and on-site registration and coordination support.
- Planning, organising and delivering virtual events and webinars on Zoom, in collaboration with external partners (if required).
- Responding to event related tasks as needed, such as responding to event inquiries accurately and promptly.

Marketing Support

- Delivering the BACO 23 marketing strategy to ensure registration and sponsorship targets are met.
- Delivering ENT UK event related marketing activity.
- Drafting, setting up and sending out the ENT UK Events Digest Newsletter.
- Liaising with ENT & Audiology News to promote events and meet our partnership commitments.
- Promoting BACO 23 and ENT UK events on social media (Twitter and LinkedIn) with the opportunity to shape the event marketing strategy going forward.

Additional responsibilities

Supporting other ENT UK activities as and when required.

Any other duties as reasonably requested by the CEO.

Advising the CEO of any situation arising that does or may involve dissatisfaction or complaint from members.

Raise issues and risks as identified to the CEO.

Who you are

Knowledge & Experience

- Educated to degree level or equivalent (an Events Management Degree would be desirable).
- Some experience in event planning and promotion, especially in virtual environments.
- Outstanding written and verbal communication skills.
- Excellent knowledge and experience of social media, from strategy to implementation.
- Experience of Zoom, Microsoft products (Outlook, Word, PowerPoint, Excel), content management systems and website management software.
- Creative flair with exceptional attention to detail.
- Excellent organisational skills.
- Excellent interpersonal skills.
- Well-presented and professional approach.
- Team player.

What you will receive

- £23,708.00 – £25,399.00 per year
- Enrolment into SAUL Pension scheme
- 25 days' holiday per annum plus public holidays

- Eye care
- Remote working (with some days in the office)
- A central London office location.

Contract type

- One-year fixed contract with the potential for extension
- Full time (37.5 hours per week)

Application Process

The deadline for applications is 5pm on **Wednesday 31 August**. Please apply via [LinkedIn](#) or [Indeed](#) or send your CV to janet@entuk.org. We expect interviews to take place on Tuesday 13 September at our London offices.