

Post Title	Events Manager
Post Status	Permanent
Department	Events, Communications
Closing Date	26 November 2021
Reference	RCPI-56-21

Post Summary

The Royal College of Physicians of Ireland is Ireland's largest postgraduate medical training body and a leading provider of postgraduate educational courses and events and medical training in Ireland and internationally. We are looking for an experienced Events Manager to lead the organisation and management of our educational and high profile events, including conferring ceremonies.

The Events Manager will work closely with the Head of Communications and Public Affairs to manage a team to deliver a programme of internal and external communications, to a very high standard, in a virtual and hybrid format. They will also work with a wide range of stakeholders to support the success of their events.

This is an opportunity that would suit a candidate with 5 years' experience working in, and managing events.

What you would be responsible for

Duties will involve, but are not limited to:

- Deliver the RCPI schedule of educational and high profile events, including conferring ceremonies.
- Establish strong working relationships with stakeholders to understand their needs and requirements to plan and deliver a high quality events format, both virtual and hybrid.
- Manage the events team, supporting their work and their career development.
- Manage budgets for events and achieve cost efficiencies.
- Manage service provider relationships such as AV, broadcast media services, catering, photography.
- Report on the success of events in terms of attendances, feedback and revenue.

- Work with the communications team to promote events to boost attendances.
- Lead innovation in terms of delivering events on new virtual platforms.
- Liaise with and manage sponsors for events.
- Carry out administrative tasks associated with the role.

Who we are looking for?

- Relevant third level qualification in event management with 5 years' experience in a comparable role. Experience of organising and managing events in the education or health sector is desirable but not essential.
- Strong interpersonal skills with sound judgement required.
- An ability to work under pressure and manage multiple stakeholders during the events process.
- The ability to think creatively and to develop innovative event formats that are engaging for participants.
- Develop new and improved policies and procedures for events.
- Experience of managing multiple supplier relationships, sponsors and budgets.
- Experience of managing a small team, supporting their career development and day-to-day activities to achieve challenging timelines.
- Strong administrative and organizational skills with attention to detail.
- Strong verbal and written communication.

Application Requirements

Candidates should submit a cover letter and CV to Máire McEvoy at jobs@rcpi.ie and specifically address how their experience fits with the requirements of the role. Please answer the following two questions:

1. What are your current salary expectations?
2. What is your current notice period?