



THE ROYAL COLLEGE OF NURSING OF THE UNITED KINGDOM

JOB DESCRIPTION FORM

Job title:	Events Organiser
Tenure:	Fixed Term Contract until end of February 2026
Department:	Marketing and Business Development, Communications
Reports to:	Events Manager (Business)
Key relationships:	Corporate Relations Marketing Communications RCND Events Registration Teams R&B Group (external AV suppliers)
Hours:	35 hours per week (Required to work flexibly to meet the requirements of the job. Occasional travel within the UK with occasional overnight stays and extended days required to fulfil the duties of the post)
Grade:	G
London weighting:	As applicable
Location:	RCN UK HQ (London) with hybrid working* *Other RCN offices can be considered

JOB PURPOSE:

The Royal College of Nursing Marketing & Business Development team works to provide a consistent, coherent and effective voice for nurses and healthcare professionals and the people they care for, promoting and communicating the RCN's objectives, values and policies to influence nurses, public opinion and decision makers everywhere.

Working as a key member of the events team, the post holder will produce a range of events including virtual and hybrid events to an agreed standard and budget.

KEY RESPONSIBILITIES

1. Management responsibilities

- 1.1 To develop own knowledge in the area of events management and share knowledge and learning with the wider team.

2. Projects

- 2.1 Provide support in the organisation of RCN Congress, RCN flagship events and other corporate and income generating events.

3. Financial responsibilities

- 3.1 Within agreed parameters, prepare event budgets and undertake all day-to-day budgetary management, preparing monthly reports for the Corporate Events Manager. Ensure all events are closed within three months of the event taking place.

4. Specific role responsibilities

Under the direction of the Corporate Events Manager, the post holder will:

- 4.1 Conduct research into each event's professional, educational and financial viability, identifying and liaising with key stakeholders.
- 4.2 Liaise with event commissioners, relevant RCN members, staff and other experts, developing an innovative and stimulating programme which meets the identified needs of the target audience.
- 4.3 Work with colleagues in commissioning groups to assist them in preparing bids for events for approval by the RCN Events management team and appropriate RCN governance groups.
- 4.4 Produce and agree Service Level Agreements and project plans for events.
- 4.5 Under the direction of the Corporate Events Manager, ensure all venues meet appropriate logistical requirements for events, including exhibitions where relevant, and that they are compliant with the Equality Act regarding accessibility.
- 4.6 Undertake all logistical planning, including venue sourcing and liaison, technical requirements, continuing education accreditation, liaison with speakers etc.
- 4.7 Using the RCN's preferred platforms, create and manage a range of virtual and hybrid events, ensuring the smooth running of technical rehearsals and online delivery.

- 4.8 Organise, within agreed corporate guidelines, the marketing and publicity of each event.
- 4.9 Work closely with the Corporate Relations team to identify exhibition and sponsorship opportunities.
- 4.10 Work closely with the Events Registration team to ensure the efficient registration of all participants, prior to, on-site and following the event.
- 4.11 Undertake all on-site management including liaising with exhibitors.
- 4.12 Fully evaluate each event and prepare reports and financial outcomes for clients within 6 weeks of the event taking place.
- 4.13 With agreement, undertaking such other duties to ensure the effective administration of the event.
- 4.14 The post holder will undertake other activities and duties relevant to the work of the Marketing & Business Development department, which are commensurate with the grade of the post.

5. Additional responsibilities

- 5.1 Treat colleagues, members, customers and others with respect in line with our values and Our Respect Charter.
- 5.2 Champion equality, diversity, inclusion and human rights and be responsible for contributing to achieving the commitments set out in the RCN Group Equality, diversity and inclusion statement.
- 5.3 Comply with the RCN Data Protection Policy, Retention Schedule and department procedures to ensure personal data is protected at all times.
- 5.4 Maximise all opportunities available to encourage member recruitment and promote the benefits of joining the RCN. Promote the RCN as the organisation that represents nurses and nursing, and that promotes excellent in practice and shapes health policies.
- 5.5 Occasional out of hours working and travel to other parts of the UK. The post holder will also play a key role in the RCN's weeklong annual Congress.

Job description updated by:
Sally Faley, Events Manager (Business)
February 2025