

Event Manager

Grade D: £32,284 per annum

Closing date: 11:59pm, 2nd April 2025

Location: Agile working with regular travel to Leeds and London

We are the NHS Confederation

The NHS Confederation is the membership organisation that brings together, supports and speaks for the whole healthcare system in England, Wales and Northern Ireland.

The members we represent employ 1.5 million staff, care for more than 1 million patients a day and control £150 billion of public expenditure.

We promote collaboration and partnership working as the key to improving population health, delivering high-quality care and reducing health inequalities.



<https://youtu.be/2WnUhb5bGJk?si=tRm-q1U6QjQ9OUUp0>

About our directorates



The Commercial Directorate

The commercial directorate plays a vital role within NHS Confederation by generating essential income to support the work of the wider organisation. The directorate is made up of four teams:

The **Event Team** deliver over 130 events over the course of a year attracting over 28,000 delegates for our networks including our flagship annual conference NHS ConfedExpo.

Working alongside the events team the **Commercial Team** focus on generating income through sponsorship and exhibition sales as well as securing partners to co-create and fund our policy work on behalf of members.

Our **Industry Engagement & Policy Team** work with colleagues across the organisation to shape and deliver new commercial offers and account manage our key commercial partners. The team supports commercial partners around content they present as part of our events.

Horizon Leeds is part of the NHS Confederation family and provides an award-winning venue in the heart of Leeds' city centre. This modern and versatile conference venue is our first port of call for event space for our calendar of activity.

Current priorities

- Support the work of our colleagues to promote collaboration and partnership working as the key to improving population health, delivering high-quality care and reducing health inequalities.
- Diversify income for NHS Confederation by shaping and delivering new commercial offers
- Create long term partnerships with commercial organisations which benefit the NHS.
- Deliver engaging content to promote peer to peer learning across our annual events programme
- Deliver the largest conference across health and social care in England in partnership with NHS England through NHS ConfedExpo.
- Continue to grow an event management service for external clients.

Meet the team



John O'Brien, Commercial Director

[LinkedIn](#)

“The NHS Confederation makes a huge impact to support and represent the health and care sector. We punch above our weight, with national and international media coverage and working at the highest levels of government. Our team generate revenue to support this vital work – I love my job, because we help the NHS. That’s a real honour.”

Leanne Josephs, Assistant Director of Events and Operations

[LinkedIn](#)

“I love leading the events and operations team at NHS Confederation, especially the work the team deliver. The events we manage are vital in bringing our members and colleagues together to share knowledge, inspire innovation, and drive positive change in health and social care. Every event we deliver is an opportunity to make a meaningful impact and support the goals of the Confed and our members.”



You'll be working with:



Nick Westerman
Head of Strategic Partner Events



Gemma Critchley
Event manager



Francesca Crossley
Event officer



Claudia Tannant
Event manager



Amy Swanborough
Event manager

The role

Event Manager



Key responsibilities and accountabilities

Project Management

- **Project manage, plan and execute a diverse event portfolio of 35-40 events per year**, on time achieving the aims and objectives within the agreed event budgets, upholding the standards and reputation of excellence associated with all NHS Confederation events.
- **Managing and delivering the end-to-end event logistics across the full spectrum of formats** including in person events, webinars and virtual conferences. These can range in scale from 10 attendees to large scale events (e.g. 600 plus attendees).
- **Successfully lead on multiple concurrent projects and project manage the teams actions** within the delivery of the entire event planning process, ensuring clear lines of communication and effective delivery of the event.
- **Use expertise and knowledge to create pricing strategies** to maximise income for projects and effectively manage event budgets, including budget creation and management, new supplier processes, invoices, and comprehensive reporting on bookings and overall income vs expenditure
- **Financial responsibility for managing multiple event budgets** (up to £200k per budget), controlling costs and ensuring events achieve expected financial outcomes.
- **Following the procurement process source and lead on negotiating and liaising with external suppliers and contractors** to get the best value for money and maximise the level of service the organisation receives. Including managing tender processes and relationships.
- **Collaborate with the commercial team and programme teams to fulfil sponsor contracts**, working with the commercial team to ensure we deliver all onsite expectations of our key sponsors. Including exploring ideas for income sources within events and identifying opportunities to reduce event costs.
- **Work collaboratively with the wider events and commercial team** on delivering all events. Including assisting colleagues across the team with onsite support at events.
- **Use expertise and skills to influence key decisions** along the project timeline that will affect the outcome of the event.

Stakeholder Management

- **Build and developing strong relationships** with networks and teams across the NHS Confederation.
- **Work proactively to understand team event priorities and objectives**, establishing relationships and understanding audiences.
- **Supporting internal team members to ensure their tasks are delivered** in line with the event project plan.
- **Successfully managing internal relationships** to enable the smooth project management and delivery of all events
- **Monitor progress against targets** and engage and consult relevant stakeholders on key decisions.
- **Update project team and key stakeholders on progress.**
- **Provide professional events guidance and support to internal teams** to manage the planning of their in person and online events, conferences and workshops, in accordance with policies and in the most cost-effective way.

General

- **Support the Assistant Director of events and operations** with expertise and advice on continuously enhancing and improving event processes and documentation and participate in key decision-making for future projects.
- **Using expertise and knowledge to come up with creative ideas to enhance the event experience.**
- **Regularly contributing to team meetings and planning days** to ensure a well-balanced event portfolio.
- **Stay updated on industry trends**, bringing fresh ideas and innovation to our events.
- **Exploring new ideas for income sources and cost reductions in events.**

About you



You will be an experienced event manager who will bring a breadth of skills and experiences including:

- Demonstrable experience leading on event management and logistical delivery of events in excess of 100 delegates
- Proven experience of delivering virtual and hybrid events including knowledge of platforms and skills in building virtual event platforms.
- Ability to project/programme manage multiple concurrent projects with conflicting deadlines and pressures
- Proven ability to liaise with external suppliers, contractors and stakeholders, showcasing strong communication skills at all organisational levels.
- Demonstrable financial management skills and experience of managing budgets in excess of £15k per event (up to £200k per year). Ability to quickly and accurately re-forecast projects in the face of changing circumstances
- Experience of working with CRM or a delegate management system
- Ability to negotiate and influence effectively
- Proficiency in IT skills, particularly excel, software applications, databases and online platforms

Desirable Criteria

- Experience working on commercial events
- Knowledge of the Health sector

Our offer



Salary and contract arrangements

Pay

The salary for this role is £32,284 per annum

Where will I be based?

We have an agile working approach, but this role may need regular travel to Leeds, London and other UK destinations. Specific arrangements will be discussed on appointment.

Working pattern

This position is available for up to full time, 36.5 hours per week. Consideration will be given to any variation of this, your needs should be discussed with the hiring manager if you are invited to interview.

Contract type

This role is being offered on a permanent basis.

Benefits

Pensions

We offer a Group Stakeholder Pension Plan administered by Scottish Widows. The organisation will contribute 6 per cent of basic pay providing that you contribute 3 per cent of your basic pay.

If you are currently a member of the NHS Pension Scheme and have not had a break in contributions for more than 12 months, you can continue with that scheme for up to five years from joining the organisation.

Benefits

Annual leave

- Entitlement: You will have 30 days holiday per annum plus bank holidays, this is pro-rated for part-time staff. This increase by 2 days after 6 years service with the NHS Confederation
- Buying and selling annual leave: You will have the opportunity to opportunity to buy or sell up to one working week's leave.

Death in service benefit

Death in service benefit is available to all permanent and fixed-term employees who are both employed and resident in the UK. This benefit is four times annual salary.

If you are part of the NHS or civil service pension schemes you will not be eligible. If you are a member of the NHS Pension Scheme may be eligible for a life assurance lump in accordance with the relevant scheme rules.

Childcare

We provide enhanced pay benefits for maternity/paternity/adoption and shared parental leave.

Health and wellbeing benefits

We also offer access to a range of health and wellbeing benefits including:

- flexible working arrangements
- employer supported volunteering
- wellness action planning
- eye tests
- flu jabs
- sabbaticals
- occupational health and employee assistance
- bereavement counselling.

Application process



To apply for this post, you will need to complete the online application process.

1. [Access the online application form here.](#)
2. **Submit your application** by no later than 11:59pm on 2 April 2025
3. **If you are shortlisted**, you will be invited for an informal telephone conversation with Leanne Josephs
4. **Interviews and assessment** will take place during week commencing 14 April 2025

Timetable *(subject to confirmation)*

Closing date	11:59pm on 6 April
Shortlisting	7 – 8 April
Informal telephone conversation	9 – 10 April
Interviews and assessment	17 April
Notification of outcome	18 April

Our Values

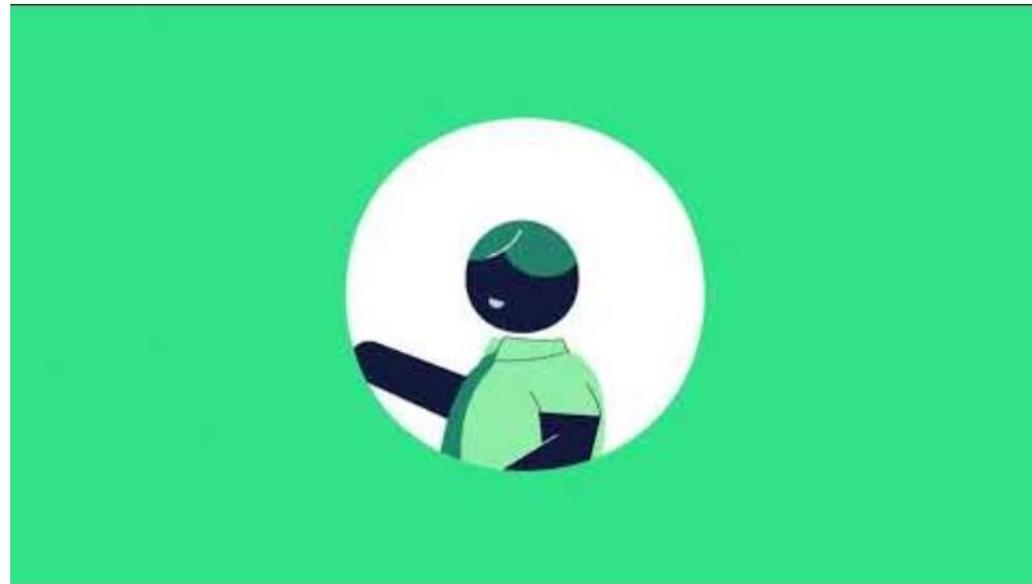


The NHS Confederation is the membership organisation that brings together, supports and speaks for the whole healthcare system in England, Wales and Northern Ireland.

How we go about this is guided by our common set of values and behaviours (detailed below) to create a safe and inclusive culture in which all our professional activities are undertaken collaboratively, ethically, with integrity and transparency, and in compliance with all legal requirements.

Our values

- **We are respectful**
- **We are inclusive**
- **We are bold**
- **We are collaborative**
- **We act with integrity**



<https://youtu.be/heSTbYt10bk?si=sOhJvqVD4c4phEpw>

FAQs



1. Can I apply if I don't currently work in the NHS?

Yes. We welcome applications from any suitably qualified and experienced individual.

2. Is this role suitable for part-time working?

The role is available for up to full time, 36.5 hours per week. However, we will consider any applications to work part time and your specific needs should be discussed with the hiring manager if you are shortlisted.

3. Will the role involve travel?

Yes. There is an expectation that there will be the need to travel to Leeds, London and other UK destinations

4. Where is the role based?

We have an agile working approach. If you have any specific needs, you should discuss these with the recruiting manager.

5. Can I apply if I don't currently work in the NHS?

We will check to ensure that you have the right to work in the UK. In addition, we require a minimum of two references, one of which must be from your current or most recent employer. All offers of employment are made subject to the declaration of any unspent convictions in line with the Rehabilitation of Offenders Act 1974. To assess that you are fit to fulfil the role and to identify whether any reasonable adjustments may be required, you will be asked to complete a pre-employment health questionnaire. You will be referred to occupational health for assessment if required.

If you have any other queries, please contact:

Leanne Josephs, Assistant Director of Events and Operations at
leanne.josephs@nhsconfed.org

