



MEDECINS SANS FRONTIERES/DOCTORS WITHOUT BORDERS UK

JOB DESCRIPTION

Job Title: Scientific Days Events Manager

Department: Manson Unit

Hours: Part-time, 24 hours per week (0.6 FTE)

Reports to: Operations Manager, Manson Unit

Location: London

Duration: Permanent

Salary Grade: 3.1

Salary: £22,400.16 per annum (Non-London Weighting £20,300.16)

MEDECINS SANS FRONTIERES UK

Médecins Sans Frontières/Doctors Without Borders (MSF) provides life-saving emergency relief and longer-term medical care to some of the most vulnerable and excluded communities around the world. As an independent medical humanitarian organisation, we deliver care based only on need, regardless of ethnic origin, gender, religion or political affiliation.

MSF relies on donations from private individuals and organisations for the majority of its income. This private funding gives MSF the freedom to respond where needs are greatest and to speak out publicly, free from any political interference.

MSF has around 40,000 local and international staff working in over 70 countries, in some of the most challenging places in the world. Our medical humanitarian projects are supported by teams in 32 countries, including the UK, spread across Europe, North and South America, Asia, Africa and Australasia.

At MSF UK, we support MSF's operations by building relationships with our supporters, increasing awareness of our work, raising funds, providing specialist medical expertise, catalysing change on medical humanitarian issues, and recruiting field staff. MSF UK personnel are dynamic, hard-working, enthusiastic and committed to MSF's values and aims.

The Manson Unit (MU)

The MU is a multi-disciplinary medical team within MSF UK and is the London based part of the Public Health Department. We aim to improve the quality of MSF's medical programmes worldwide, so the best possible care is delivered to our patients.

The MU is a team of 30 comprised of medical doctors and specialists in infectious diseases, non-communicable diseases, health information systems, epidemiology, geographical information systems, medical editing and research communication. We also have a clinical trial team working towards improved treatments for patients with drug-resistant tuberculosis. We provide direct support to our field programmes through specialist advice on medical issues, implementing new ways of working, supporting research studies and outbreak response.

MSF Scientific Days

MSF UK/IE work with MSF South Asia, Brazil and Southern Africa and other MSF partners to manage a series of events to present MSF's organisation-wide medical operational research and innovation – inviting critical analysis and debate between MSF, non-governmental organisations and academic institutions to improve the quality of care delivered in the field and to improve the effectiveness of humanitarian assistance.

The MSF Scientific Days events promote best practice, transparency and accountability in medical humanitarian work by sharing the most rigorous analysis and evidence with key stakeholders.

JOB PURPOSE

To develop platforms and mechanisms for the ongoing promotion/sharing of research and innovation. To manage the successful delivery of the MSF Scientific Days family of events, including establishing a mechanism for quality assurance, through a single charter and editorial process.

MAIN DUTIES AND RESPONSIBILITIES:

Planning and Organising

- Manage the delivery plan for the MSF Scientific Days International event including:
 - timelines and ensuring team members deliver against these
 - establishing MSF Scientific Day systems and processes to ensure successful co-working
 - assessing and recommending venue/online platforms for the key event
 - managing event services suppliers
 - ensuring all relevant contractual processes have been carried out
 - managing the process for inviting and coordinating presenters, speakers, chairs and sponsors
 - organising event collateral and on-site management.
- Plan the management of enquiries from delegates, editorial committees, speakers and other stakeholders.
- Ensure MSF Scientific Days governance procedures are followed.
- Resolve any issues that may arise.
- Responsible for planning and execution of a successful registration system.
- Prepare all related documentation associated with the event services, including but not limited to, run sheets, scripting, risk assessments, reports and correspondence.
- Manage the process and briefing of designers on the creative development and production of collateral.
- Ensure all statutory regulation obligations, guidelines and best practices are met.
- Where relevant, ensure processes are in place for travel, visas, and accommodation.
- Ensure the MSF Scientific Days standard operating procedures for the event(s) are kept up to date.
- Support MU event management including team away days, OCA Public Health Department team events and any additional conference/journal clubs they arise.

Communications and Build Relationships:

- Ensure communication plans and resources are clear, effective and timely.
- Liaise with MSF UK/IE teams to ensure the aims of the UK/IE Strategic Plan goal for integrated working are achieved.
- Ensure effective internal communication is planned and delivered throughout the process.

Resources:

- Manage the financial resources of MSF Scientific Days events; preparing regular financial forecasts for the activities.

- Manage the MSF Scientific Days expenditure ensuring all is recorded and best value for money obtained for MSF UK/IE and in accordance with MSF's financial policies and procedures.
- Ensure the provision of accurate and up-to-date management information, reporting as necessary to the Executive Assistant to the Head of the Manson Unit, UK/IE Management Team and board committees.
- Ensure processes for managing any sponsorship income are established.

Build Relationships:

- Maintain and cultivate working relations with MSF South Asia, Brazil and Southern Africa teams and MSF Scientific Days regional event teams
- Liaise regularly with the MSF Scientific Days Editorial Committee members; ensuring they are kept informed and their feedback is shared as appropriate.
- Build network across the MSF movement to support MSF Scientific Days and MU more broadly.
- Ensure strong working relations with MU and MSF UK/IE communication and public engagement teams.

Develop others:

- Plan the cross departmental working procedures for delivering the event.
- Recruit, coordinate and manage UK volunteers where relevant.

Analysis and Initiative:

- Plan the post-event evaluation to ensure impact is measurable with follow up and final reporting processes in place.
- Make recommendations to develop the event.

Please note that this list is indicative of the key responsibilities of this role but is by no means exhaustive. MSF is an emergency organisation and a 'Can do' attitude and flexibility to take on other related tasks is essential. This job description does not form part of the contract of employment.

PERSON SPECIFICATION

Essential:

- Proven previous events organising experience with overall responsibility for running both large and medium scale events; ideally medical/scientific conferences.
- Ability to plan, manage projects and prioritise conflicting deadlines and to deal effectively with changing requirements.
- Previous experience in virtual and hybrid event platforms.
- A self-starter with proven ability to plan and manage projects with minimal supervision.
- Excellent communication, team, and interpersonal skills.
- Diplomatic and tactful style of communication.
- Ability to work independently and to interpret briefs and instructions.
- Ability to manage and prioritise a busy workload and meet tight deadlines.
- Proven experience of tracking a significant budget.
- Developed evaluation skills with the ability to deliver continual improvement to the event.
- English language proficiency (written and oral).
- IT skills, including MS Word, Excel and PowerPoint.

Desirable:

- Exposure to scientific/medical research communications.
- Social media experience.
- Experience of working in an international humanitarian NGO.

- Previous experience of supporting UK visa applications.

MSF UK is an equal opportunities employer. We are committed to diversity and creating an inclusive environment for all employees. We encourage applications from all sections of our diverse community.

HOW TO APPLY

Apply on our website by submitting a copy of your CV together with a letter of motivation by the closing date.

Application checklist

Please check that you have included the following in your application:

- an up-to-date CV
- Letter of Motivation, which is a supporting statement demonstrating how you meet the key requirements of the role.

Recruitment timetable:

- **Closing date for applications: 23rd May 2021, 11.59pm (BST)**
- **Interviews: early June**