**Events Officer**

The main duty of the Events Officer is to support the membership offer by organising the bi-annual Conference and AGMs, and other ad hoc events on behalf of the Federation.

**The Events Officer will:**

* Work closely with the Board subcommittee and where necessary the Training Officer, to develop and organise the bi-annual Conference and AGM events. Ensuring that they:
  + are developed with a theme/focus relevant to the membership
  + are inclusive to both the membership and an external audience
  + include relevant speakers, activities, and/or development opportunities
* Develop and organise a minimum of two other ad hoc events a year. These can be membership only events or open to external participants, as long as they support the Feds membership offer.
* Identify and develop opportunities to work in partnership with institutional members and external institutions or bodies (such as the MA, MDY, etc.) to organise joint events and activities relevant to the membership.
* Work with the Social Media & Marketing and Website and IT Officers to ensure that all events are effectively advertised and added to the website.
* Ensure that each event is organised and delivered within a budget agreed by the Board.
* Take the lead in organising and managing sub committees for large scale events like the conference.
* Ensure that all events are inclusive and meet the Feds missions and values. In the short term all events should also meet current Covid requirements and best practice where they are held in person.
* Proactively provide support to other Board roles to carry out day to day tasks and/or actively work as part of non-events based sub committees to realise specific projects.

**Additional Duties:**

In keeping with the spirit of the Board, you will be expected to take an active role and volunteer to take part in sub-committees, projects, and events. You will also be expected to regularly attend the quarterly Board meetings and to actively engage in discussion and decision making, be it at these meetings, the AGM, or by email/virtual meeting.