



JOB DESCRIPTION

1. General Information

JOB TITLE:	Events Officer
GRADE:	Band 5
TERM:	6 month fixed term
RESPONSIBLE TO:	Communications Manager, King's Health Partners
ACCOUNTABLE TO:	Head of Communications, King's Health Partners

KING'S HEALTH PARTNERS

King's Health Partners

About us

King's Health Partners is an Academic Health Sciences Centre (AHSC) where world-class research, education, and clinical practice are brought together for the benefit of patients. One of eight AHSCs nationally, our partnership brings together three NHS Foundation Trusts (Guy's and St Thomas', King's College Hospital and South London and Maudsley), uniquely including both mental and physical healthcare providers, and an internationally rated top 25 university in health research and education, King's College London. We work to ensure that lessons from research are used more swiftly, effectively, and systematically, to improve healthcare services for everyone in our diverse local population.

At King's Health Partners, we see our role as unifying our partner organisations, and working closely with all our system partners including our local Academic Health Science Network (AHSN), the Health Innovation Network, our local Integrated Care System, Our Healthier South East London and our colleagues in our Applied Research Collaborative in providing system leadership to deliver outstanding care and improve the health and wellbeing of a large and diverse population of eight million people in south London and south east England.

This population has high levels of deprivation and inequality, and a higher than average prevalence of a range of conditions, including diabetes and psychosis.

We work on the most pressing health issues facing the world, including bringing together research and treatment of the mind and body, providing a comprehensive offering for local care from conception to end of life.

We have a broad research portfolio totalling more than £210 million in research grants per year, and the largest range of education and training opportunities (allied to medicine) in Europe. We have a range of world-class research centres, including two National Institute of Health Research (NIHR) funded Biomedical Research Centres (BRCs).

With combined funding of £130 million, we are third in the UK for Medical Research Council (MRC) awards and are a founding member of the Francis Crick Institute.

We bring together more than 46,000 NHS staff with 31,000 students and academics, to translate cutting-edge research into excellent patient care through world-class education and training. We deliver high impact innovation - discovering new insights into disease, transforming diagnostics and unlocking new therapies and digital tools. Together we represent a £4.2 billion partnership, with more than 4.2 million patient contacts each year.

Our vision and ambition

In 2020, King's Health Partners [was successfully re-designated as an AHSC](#) for a further five years. In October 2020, we launched '[Delivering better health for all through high impact innovation](#)', our ambitious plan for 2020-2025 which builds on all we have achieved over the past 11 years. The plan is built upon four key themes that interlink and underpin everything we do:

- 1. Delivering high impact innovations in novel technologies, therapeutics and diagnostics**, to drive improvements in patient outcomes; facilitated by our emerging life sciences cluster, connecting businesses, universities and healthcare to accelerate translation from research to patient benefit.
- 2. Transforming quality improvement and outcomes across the system**, using the evaluative capability of the South London Applied Research Collaboration and Health Innovation Network.
- 3. Improving urban population health** in south east London by supporting prevention and promoting wellbeing.
- 4. Training and developing the healthcare workforce of the future**, recognising the need for new roles, improved skills and values and, supporting diversity, all facilitated by our [Education Academy's](#) uniquely broad portfolio of health education.

2. Job Summary

Working as part of the King's Health Partners communications team and with our partner organisation communications teams, this post is responsible for delivering a wide range of events to support and promote the partnership's work, including follow up work from the King's Health Partners Annual Conference.

The King's Health Partners Annual Conference is being held virtually on the 7th October 2021, with the support of a virtual events management company.

The Events Officer will be required to support the preparation of post-event content, promotion and evaluation of the conference. They will also be responsible for supporting wider King's Health Partners teams to plan, strategise, promote, deliver and evaluate other virtual events and webinars run on a frequent basis.

They will also be responsible for supporting the communications team to promote its activities, outputs, impact and engagement with events. As these events are largely aimed at King's Health Partners stakeholders, staff and students the post holder will also need to have a good understanding of stakeholder engagement and management as related to events management, supporting the team to coordinate stakeholder mapping, planning and engagement.

Other responsibilities include supporting the content creation and update for the Health Partners website and social media, supporting with general communications tasks and the creation and dissemination of our fortnightly bulletin.

This role offers a fantastic development opportunity for a skilled, creative and detail-orientated events communications professional. The appointee will be a part of a small King's Health Partners communications team, but also work alongside, and have opportunities to learn from, larger communication teams from across our four dynamic partner organisations.

The successful candidate will be creative, proactive, and able to build excellent relationships with colleagues at all levels. They will need to work flexibly, to tight deadlines, and deliver events with a high level of accuracy and attention to detail. We are looking for someone who is committed to continuous development and making the most of all the opportunities that come from being a part of King's Health Partners.

3. Key Relationships

- Managing Director, King's Health Partners, and wider leadership team
- Director of Partnership and Programmes, King's Health Partners
- Head of Communications, King's Health Partners
- Communication Manager(s), King's Health Partners
- Communications Officer, King's Health Partners
- Programme teams (Value-Based Healthcare, Clinical Academic Group, Life Lines) and wider colleagues across core King's Health Partners team
- Partner communication teams

4. Duties and Responsibilities

Annual Conference communications

- Responsible for supporting post-event promotion and evaluation of our annual conference, a one-day virtual event on the 7th October
- Will lead on collating key KPI and evaluation metrics and supporting KHP to evaluate its conference.
- Will work closely with virtual events management company to ensure follow-up tasks are delivered to brief.
- Will be responsible for managing the team organisation and delivery of the conference using virtual task management platforms.

Wider events communications

- Will support other key programmes and teams from KHP with end-to-end planning, deliver and follow-up of more regular, smaller virtual webinars and events it holds
- Will broadly support the comms team promote its activities, outputs and impact and engagement with events.
- Will need to support coordination of stakeholder engagement as related to events management
- He/she/they will be proactive and highly organised, with a working knowledge of a broad range of communications disciplines, including social media, and digital communications and an excellent attention to detail. Candidates must be able to write clearly and use online design tools to engage creatively with our online audiences and event attendees.
- Experience of both organising and supporting others to organise events is essential.
- Ability to create a wide range of digital content to share key messages and complex information with a range of audiences.
- Will be comfortable with a range of events platforms for the planning and hosting of events and be able to produce marketing, infographics and other visual material.
- Be adept in strategic planning, usage, maintenance and evaluation of events.
- Brief agencies and work as primary liaison where events deliverables are being outsourced.

General internal and external communications

- Work across partner organisations, and external horizon scanning, to assist with sourcing proactive events opportunities on behalf of King's Health Partners.
- Create content and coordinate compilation, sign-off and distribution of King's Health Partners fortnightly bulletin.
- Act as account manager for core King's Health Partners events such as Primary Care webinar series, Clinical Academic Innovation workshop series, Meet the Expert seminars.
- Support centralised oversight, monitoring and evaluation of all King's Health Partners events.
- Support centralised advice and support for King's Health Partners events run by its teams.

Social media

- Support and grow the social media presence for King's Health Partners with engaging events content.
- Create digital content for partners to support King's Health Partners events on social media and web channels.
- Offer teams insights and strategic advice on trending and cutting-edge approaches to holding virtual events.

Other

- Provide administrative support to King's Health Partners communications team as and when required.
- Manage a busy workload and ensure effective prioritisation to meet a range of deadlines.
- Maintain and enhance own personal and professional skills and competencies.
- Support the Head of Communications and Communications Manager(s) in performance of their duties and responsibilities as well as provide general communications support as required.
- Keep abreast of professional, technological and events and digital best practice, methods and services that could enhance the role or team.
- Any other duties to support efficient delivery of the service provided by the King's Health Partners communications team.

5. General

****Confidentiality / Data Protection / Freedom of Information**

Post holders must maintain the confidentiality of information about patients, staff and other health service business in accordance with the Data Protection Act (1988). Post holders must not, without prior permission, disclose any information regarding patients or staff. If any member of staff has communicated such information to an unauthorised person, that staff member will be subject to disciplinary proceeding that may lead to summary dismissal. Moreover, the Data Protection Act (1988) also renders an individual liable for prosecution in the event of unauthorised disclosure of information. Following the Freedom of Information Act (FOI) (2005), post holders must refer

requests made under FOI to the relevant partner organisation, or where directly applicable only to King's Health Partners, to apply the principles of FOI guidance in use in partner organisations. Post holders should familiarise themselves with the Information Governance arrangements of partner organisations, particularly where they may be required to work on sites other than those of their contractual employer.

****Equal Opportunities**

Post holders must at all times fulfil their responsibilities in relation to relevant equality laws, and their contractual employer's policies and guidance on equality. Post holders should familiarise themselves with the policy and guidance of partner organisations, particularly where they may be required to work on sites other than those of their contractual employer.

****Health & Safety**

All post holders have a responsibility under the Health and Safety at Work Act (1974), and subsequently published regulations, to ensure that their contractual employer's policies and procedures are complied with to maintain a safe working environment for patients, visitors and employees. Post holders should familiarise themselves with the Health and Safety policies and guidance of partner organisations, particularly where they may be required to work on sites other than those of their contractual employer.

****Risk Management**

All post holders have a responsibility to report risks, clinical, and non-clinical accidents or incidents promptly. Post holders should familiarise themselves with the Health and Safety policies and guidance of partner organisations, particularly where they may be required to work on sites other than those of their contractual employer.

****Safeguarding Children and Vulnerable Adults.**

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their daily duties, and for ensuring that they are aware of the specific duties relating to their role. Post holders should familiarise themselves with the policies and guidance of partner organisations, particularly where they may be required to work on sites other than those of their contractual employer.

****Infection Control**

All post holders have a personal obligation to reduce healthcare associated infections. They must attend mandatory training in Infection Control and be compliant with all measures required by their contractual employer to reduce HCAs. Post holders must be familiar with their contractual employer's Infection Control Policies, including those that apply to their duties, such as hand decontamination and dress standards. Post holders should familiarise themselves with the policies and guidance of partner organisations, particularly where they may be required to work on sites other than those of their contractual employer.

**** Please note that the policies and guidance referred to in this section relate to those policies and guidance of the contractually employing organisation. As King's Health Partners develops and there is alignment of policy across the partner organisations, post-holders will need to refer to the newly aligned policies and guidance, and will be informed by their manager when this is the case. In the meantime, post-holders should ensure that they are familiar with all partner organisation policies and guidance in relation to these key areas.**

6. Other:

Please note that this role description is not an exhaustive list of duties and responsibilities and is intended to provide an indication of the scope of responsibilities of the role. This role profile will be subject to periodic review, with any changes to meet operational and service requirements being discussed with the post-holder.

Please also note that, due to the nature of the role, occasional out of hours working (evening engagement events and weekend open days) will be required.

The post-holder will be required to travel between partner organisations. It is a condition of employment that post-holders could reasonably be asked to work at any location of the partner organisations and undertake any duties commensurate with experience and grade.

Original June 2011 Updated August 2021

Digital Communications Officer

Person specification

Requirements	Essential or desirable
Experience Proven experience in a communications environment or in a role/environment which demonstrates the need for excellent written and verbal communications skills.	Essential
Experience of producing a wide range of designed content.	Essential
Experience of producing clear communications for a range of channels.	Essential
Direct experience of filming and editing videos.	Essential
Experience of working in the NHS or public sector organisation.	Desirable
Direct experience of website content management.	Desirable
Qualifications Educated to degree level or equivalent.	Essential
GCSE English language or equivalent.	Essential

<p>Skills, abilities and knowledge</p> <p>Able to manage complex stakeholder relationships.</p> <p>Able to plan over wide timescales where elements may be unknown and need to be delivered to tight timescales.</p> <p>Ability to relate to people at all levels, and to deal with senior colleagues with confidence.</p> <p>Understanding and respect for the importance of patient confidentiality.</p> <p>Familiar with Microsoft Office packages (including Excel and PowerPoint) and Adobe Indesign, Photoshop and Premiere Pro.</p>	<p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Essential</p> <p>Essential</p>
<p>Efficient across a wide range of communication tools, databases, programmes, software and social media platforms and able to quickly master other IT programmes and tools. These skills may have been obtained both in personal, educational and professional settings.</p>	<p>Essential</p>
<p>Other</p> <p>To be available from time to time to attend out-of-hours events, and travel to partner organisation sites where necessary.</p>	<p>Essential</p>