



Events Manager

Can you apply your experience and expertise in event management to deliver high-quality face-to-face and online educational events and conferences?

Salary: £31,642- £35,673
Contract: Permanent
Hours: Full time (part time applications will be considered); flexible working
Location: Bristol / remote working is supported

The Job:

Improving lives by supporting professionals in the delivery of kidney care and research, the UK Kidney Association (UKKA) is the leading professional body for the UK renal community. This new events manager position will be a key member of the events team, taking responsibility for the full life cycle of a caseload of events, from liaising with the programme committee, event delivery and evaluation, and administration processes throughout.

The person:

- Events management and administrative skills and experience
- Exceptional written and verbal communication, and interpersonal skills
- Committed to and motivated by customer service
- Highly organised and disciplined

Benefits:

- Flexible and hybrid working
- Individual training budget
- Health and wellbeing initiatives, including Cycle to Work scheme
- Employee assistance programme
- Generous pension scheme

How to apply:

For further information on the role or to apply please email Jennifer.barwell@renalregistry.nhs.uk. Please include in your application your CV and a covering letter outlining your experience and skills highlighting your suitability for this vacancy, against the requirements outlined in the job description.

Closing date: Friday 31st March 2023