



Job Description

Job Title	Temporary Events Coordinator
Purpose	Support and help organise ILC-UK's busy calendar of events, including leading on the delivery of particular events
Reports to	Head of External Affairs
Direct Reports	None

Main Responsibilities

1. Administer the ILC events including booking rooms and other logistics, sending personalised invitations, liaising with speakers and attendees, preparing event materials, on the day event cover and post event follow up.
2. Work with researchers, Head of External Affairs and Office and Events Manager to create targeted event invitee and speaker lists.
3. Work with researchers and the Head of External Affairs to draft speaker invitation letters, event invite text and speaker briefings for events.
4. As necessary, work with the Head of External Affairs to build on existing ILC communications procedures, such as updating social media platforms, ILC websites and blogs when required.
5. Work with the Head of External Affairs on communications around the annual ILC Future of Ageing Conference, including researching advertising avenues, preparing newsletters and updating social media platforms.
6. Support the wider ILC team with project and administrative tasks on an ad hoc basis, as and when required.

Measures of performance

1. Events run smoothly with no logistic problems and effectively administered before and after. Research team well supported with any event needs.
2. Find engaging and influential speakers for events and ensure the audience is filled with relevant attendees.
3. The ILC Future of Ageing conference is a sold-out event.
4. The wider ILC team feel supported with their administrative needs.