

## BIOINDUSTRY ASSOCIATION JOB DESCRIPTION

<b>JOB TITLE</b>	Events Manager
<b>DEPT/LOCATION</b>	Events Dept, BIA, Bloomsbury Square, Holborn
<b>REPORTS TO</b>	Associate Director, Events and Programmes
<b>SALARY</b>	Circa £40,000 PA, dependent on experience

### ABOUT THE BIA

The Bioindustry Association is the UK's trade association for innovative life sciences and biotech. We work with incredible entrepreneurs, scientists, business leaders, regulators, policy makers and advisors in a fascinating, vital and booming sector that spans global connections and the entire life sciences ecosystem in the UK.

### SUMMARY BACKGROUND AND ROLE

We produce leading sector events – aimed at both our members and the wider life sciences community – currently ranging from Gala Dinner, thought leadership conferences, roundtables and boot-camps, vibrant networking events and broadcast webinars. All benefit from a high profile, trusted brand in the BIA and strong engaged communities.

We are looking for an experienced Events Manager to join the existing events team here at BIA. The primary task is to plan and budget, market and manage a range of professional and high-quality events throughout the year, and deliver an agreed contribution - but we're looking also for somebody who comes with creative ideas and solutions for event delivery, with the experience and enthusiasm to help us explore and implement innovative formats.

### DUTIES AND RESPONSIBILITIES

Event Manager will:

- Establish budgets for agreed events and agree with Associate Director, Events & Programmes
- Deliver these events to agreed budgets
- Work with Associate Director and Programme Manager to create sector-leading agendas and attract the best speakers
- Independently manage the selection of venues and online platforms (to spec and to budget) and relationships with all relevant suppliers (platform and app providers, caterers, contractors, equipment suppliers)

- In collaboration with Marketing team, establish branding for events and roll out across online and print collateral
- In collaboration with the Marketing team, plan and deliver marketing campaigns for agreed events, including drafting email communications and producing engaging copy to drive interest and registrations
- Report regularly to Associate Director and BIA forums on progress with events launches, delegate recruitment, logistical plans and event contribution
- Produce project plans where relevant and be 'on the ground' to manage these. Alternatively, to delegate sensibly and as agreed to other BIA staff
- Delegate management – to accurately manage delegate lists, joining instructions and answer queries
- Work with Senior Sponsorship Manager and wider BIA team to secure and manage sponsors to meet income targets, ensuring the financial success of each event
- Fulfilment of event and annual supporter expectations
- Manage post-event evaluation, and work with team members to address feedback and improve the event experience for delegates in a sustainable and ongoing way
- Manage event content, pages and microsites on the BIA website
- Accurately and systematically manage events functionality and bookings through our Event Management Software (Eventfolio) and MS Dynamics database
- Assist and support other events team members with the running of BIA events

## **KNOWLEDGE, SKILLS AND EXPERIENCE**

### **Essential:**

- Degree or equivalent with absolute minimum three years' experience in managing events
- Excellent organisational skills, able to work under pressure and within tight timelines
- Ability to confidently liaise with contacts at all levels
- Excellent oral and written communications
- Experience in using all standard Microsoft programmes and managing online events booking functionality is essential
- Experience of managing both live and virtual events is essential (e.g. Zoom webinars)
- A self-starter who is able to work independently and collaboratively as part of a team
- Meticulous attention to detail and methodical approach to work
- Problem solving, solutions-driven attitude
- Proactive approach in offering assistance when required

**Desirable:**

- Experience of using Microsoft Dynamics and online webinar platforms
- Experience of working with an online content management system (website management)
- Interest in life sciences and/or politics/public affairs
- Experience of working in the membership or trade association sector
- Experience of working with Corporate Members and Sponsors

**WORKING FOR THE BIA**

Building a thriving, diverse workplace is a priority across all industries. The BIA is committed to providing a fair and equitable working environment, to attract and nurture people from all backgrounds. We value the individuality and diversity that employees bring to the company throughout our activities.

We are currently working in a hybrid pattern, whereby we work 3 days in the office and 2 from home. This is under review and at the discretion of the business

**HOW TO APPLY**

Interested candidates are invited to submit their resume/CV and a cover letter detailing their relevant experience, with reference to the job description, outlining their approach to the role.

Please note that all offers of employment are subject to two satisfactory references and proof of eligibility to work in the UK. Applications written using an AI generator will not be accepted.

Please email your application to [recruitment@bioindustry.org](mailto:recruitment@bioindustry.org) with the subject line “Events Manager Application - [Your Full Name].” Deadline for applications is Monday 15th June 2026 at 9am.

Initial interviews will take place during week(s) of 15/22 June, dependent on availability.

We are committed to providing equal opportunities and creating an accessible workplace. If you require any reasonable accommodations during the application, interview or assessment process, please let us know when you apply.