

	Document Name	
	Job Description Events and Conference Co-Ordinator	
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Job Title:	Events and Conference Co-Ordinator
Location:	Edinburgh
Line Manager:	Events Manager/Chief Officer
Scope of the Role: The Events and Conference Co-Ordinator will support the planning, administration, promotion and delivery of ASME's programme of conferences, events and workshops throughout the year. The post holder will work closely with the Events Manager to coordinate a varied portfolio of in-person and online events, including ASME's annual flagship Annual Scholarship Meeting (ASM) in July and HPERx in November. The post holder will also be expected to confidently plan and deliver events independently, with minimal support, such as the Developing Leaders in Healthcare Education (DLHE) course. The role will involve coordinating event logistics, communications, marketing, supplier relationships, budgets and administrative processes, as well as providing on-site support and ensuring the smooth delivery and evaluation of events. The post holder will also support the promotion of ASME's goals and values at internal and external conferences, exhibitions and events. They will promote and embed ASME's Equality, Diversity and Inclusivity (EDI) Strategy throughout the planning and delivery of events, ensuring that events are inclusive, accessible and aligned with ASME's values.	
Responsible for: - Assist with the planning, administration and delivery of ASME's programme of conferences, events and workshops. Supporting a portfolio of online, hybrid and in-person events throughout the year, including large-scale events such as ASM (approximately 800 delegates) and HPERx (approximately 100 delegates). - Social Media – Create and schedule graphics to promote ASME's events and awards, make announcements, engage with ASME members by responding to posts, reposting and tagging. - Liaising with internal stakeholders, ASME Board members, representatives from ASME's Committees/Groups and the office team to create, organise and deliver successful conferences, events and workshops. - Maintaining regular communications with external stakeholders, such as hotels, convention bureaus, merchandise suppliers, always ensuring best value in line with ASME's procurement policy. - Creating event listings and maintain the events pages of the ASME website, liaising with ASME's web developers.	

- Create and maintain event budgets continually monitoring.
- Provide on-site support at conferences and events, including registration, delegate management, speaker liaison and room set-up.
- Support the evaluation of events and contribute to identifying opportunities for continuous improvement.
- Work in accordance with departmental Standard Operating Procedures (SOPs) to ensure consistency, accurate record keeping and effective event management.
- Providing cover for other staff for holidays/sick leave (training will be provided).
- Reporting to the Events Manager and Director of Events to update on all event activity and joining the monthly Event Steering Group.

PERSON SPECIFICATION

Essential

A highly organised and efficient individual with the ability to multi-task dealing with numerous events simultaneously and a flexible approach to working.

Advanced practical knowledge of digital and event management tools, including Microsoft Office and Teams and/or Zoom and platforms such as Canva, Hootsuite, SurveyMonkey and Mailchimp
Canva, Hootsuite, SurveyMonkey, Mailchimp, Microsoft

Confident in posting and engaging on social media platforms including LinkedIn, Instagram, X and Facebook.

Ability to show initiative, prioritise workload with a high level of care and attention to detail.

Team player with excellent interpersonal and communication skills with the ability to build strong working relationship both within ASME and externally with suppliers.

The ability to communicate confidently and professionally with staff at all levels with the ability to demonstrate diplomacy and sensitivity in dealing with all customers.

Confident and competent to use their own initiative, work autonomously and be able to work to numerous deadlines.

Ability to think laterally, have a proactive approach, and foresee problems before they arise.

A high standard of written and spoken English.

Desirable

Relevant degree, professional qualification or equivalent experience in events and conference management.

Previous experience of organising conferences, workshops or professional events.

Experience of working with websites such as WordPress or similar.

Experience of event registration, delegate management or CRM systems.

Experience of working with venues, suppliers and contractors.

Experience of monitoring or managing event budgets.