

## JOB DESCRIPTION

### Manager: Events and Conference

**Full-time, permanent – £35,000-£40,000**

This is a full-time position within the SRHE Executive team, reporting directly to the Chief Executive of the Society, working with all members of the team plus a wide range of researcher colleagues within higher education internationally.

**Location:** Hybrid working, normally 2 days per week in the SRHE offices at Society House, Regents Wharf, 8 All Saints Street, London N1 9RL.

### Background

The **Society for Research into Higher Education (SRHE)** is an independent and financially self-supporting international learned Society. The Society's primary role is to improve the quality of higher education through facilitating knowledge exchange, encouraging discourse, and the publication of research. The Society supports and sustains an international membership of researchers. Amongst its many activities the Society:

- Provides a broad range of opportunities for the presentation and dissemination of research and scholarship in the field, through its Network events and Conferences
- Encourages and supports those coming into the field of higher education studies, through for example its Newer Researcher Awards, Newer and Early Career Researchers Conference, and its Professional Development Programme of workshops.
- Funds and sustains a wide range of special interest networks supporting the work of scholars and researchers in the field of higher education studies
- Promotes the development and widening of research methodologies in the field, particularly by providing research funding via its SRHE Member Awards and Scoping Awards
- Manages an extensive portfolio of journals and monographs for the publication of research and scholarship (journals include Studies in Higher Education, Policy Reviews in Higher Education and Higher Education Quarterly)
- Creates opportunities through which researchers in the field can engage with policy makers, practitioners within higher education and other potential interested parties so that policy and practices may be shaped by research (for example by responding to government consultation on key higher education issues such as the Research Excellence Framework [REF, the Teaching Excellence Framework [TEF], research funding and publishing issues etc.
- Contributes to developing research capacity in the field and stimulates new forms of research and inquiry into higher education as a field of study.

The role, remit and reach of the Society has grown considerably in the past ten years and over the last five years especially there has been a major expansion in its programmes of engagement with research and researchers. We will be embarking on a new 5-year strategic plan in 2024, which will involve working closely with the CEO on the further expansion of events offered to our membership and the wider community. We also aim to build on our

international reach and impact across the global higher education sector and to implement a strategy to increase our engagement, activities, and policy work.

### **Manager: Events and Conference Role**

We are seeking to appoint a Manager: Events & Conference to develop, plan, manage, deliver and evaluate our events, which are both delivered virtually and in-person, with virtual events supporting the engagement of our international members. This will include the development and delivery of the annual research conferences, the annual programme of special interest network seminars and professional development programmes for academic researchers and research practitioners.

### **Main areas of responsibility**

- Maintaining and developing the SRHE Special Interest Networks programme of seminars, the professional development programmes, and leading on ad hoc events to coordinate with current topics of interest. All our programmes require regular refreshing and new programmes need developing to match researcher needs and interests.
- Developing and running the SRHE International Annual Conference, working across the academic programme and the social programme and all other elements of a major international conference.
- Being a source of knowledge and expertise in event development, especially in relation to digital delivery, online learning and helping to upskill presenters and participants to make the best use of digital tools in virtual delivery.
- Collaborating with external organisations such as the Academy of Social Sciences
- Making a substantial contribution to the Society's membership and marketing activities in developing and promoting events to members and partners, and identifying and liaising with new contacts for promotion of events.
- Exploring new areas of membership for the Society and developing forms of engagement which will meet their needs.
- Supporting committees, particularly the Research and Development Committee
- Supervising the work of the Coordinator: Events, Operations and Projects

### **Qualifications, skills, and experience**

- Education to Bachelor's level or above, or equivalent professional experience. Research and evaluation skills an advantage
- Knowledge of Higher Education sector and systems highly desirable
- Experience in designing and delivering events within a professional/academic context.
- High level of computer skills and good knowledge of using different software and digital platforms.
- Good interpersonal skills and an effective team member
- Innovative and creative with a drive for excellence
- Resourceful in coming forward with fresh ideas and projects and bringing these to fruition.

## Personal and professional qualities

- experience of building, maintaining and nurturing networks
- a demonstrably high degree of initiative, creativity, resilience, energy, and enthusiasm, with the ability to transmit this to team members
- excellent prioritisation and organisational skills
- strong and demonstrable interpersonal skills, including relationship-building and influencing internal and external contacts
- good oral and written communication skills, including the ability present to a range of internal and external stakeholders
- strong analytical skills, including the ability to absorb and analyse multi-level data and information to identify issues and to prioritise actions
- the ability to write reports, proposals and planning documents
- cultural and political awareness;
- an enthusiasm for the Society's mission, aims, and objectives;
- the ability and willingness to work as part of a small team

SRHE welcomes applications from everyone regardless of age, disability, race, religion or belief, sex, sexual orientation, gender identity, or marital status. It would like to see applicants from the full pool of talent – especially those who have been and continue to be underestimated, underrepresented, and under-served. The Society's equal opportunities in employment policy (in accordance with the Equality Act 2010 and the protected characteristics defined therein) states: The only consideration in recruitment, training, appraisal and promotion of employees will be how the genuine requirements of the post are met or likely to be met by the individual under consideration.

## Application information

Applications in the form of a short form CV (2 pages) and a covering letter (with email and telephone contact details) explaining reasons for interest in the position and a summary of relevant experience should sent to: Dr Clare Loughlin-Chow, CEO SRHE ([clare.loughlin-chow@srhe.ac.uk](mailto:clare.loughlin-chow@srhe.ac.uk))

**Closing date: 19 June 2023**

May 2023