

HMC Professional Development & Events Officer

You will join HMC on a full-time, permanent basis, working 35 hours per week.

Location: Working in Market Harborough with hybrid working available up to 2 days per week.

Salary: Up to £30,000 per annum depending on the skills and experience.

Holiday: 30 days a year, plus public holidays.

Pension Scheme: The post includes generous pension arrangements. Pension scheme includes 14.1% employer contribution - 5% of which can be taken as additional salary. Employee contributions default to 7% but this can be flexed.

Bonus Scheme: Bonus scheme is currently up to £1500 each August, entry is based on the completion of a full academic year (September – August).

HMC – The Heads’ Conference – is a professional association of heads of the world’s leading independent schools.

A fantastic vacancy has arisen for an exciting role supporting the delivery of a range of HMC conferences and professional development events. Primarily these are HMC’s programme of courses and conferences for heads and staff working in HMC Schools.

This role is key to helping the HMC Professional Development & Events Manager to deliver high quality and innovative events, ensuring that the excellent quality of training and professional development for teachers and leaders in our schools is maintained.

The appointment comes at an exciting point in the association’s development as its membership in the UK and around the world continues to grow.

Principal responsibilities:

Planning

- Contributing to annual planning for professional development events, including selecting and booking venues, and booking speakers and course directors
- Contributing to budget planning for designated areas of work

Event delivery

- Organising and delivering high-quality courses and conferences, both face-to-face and online
- Attending and supporting delivery of courses and conferences online and around the UK to support effective delivery (this will involve occasional overnight stays)
- Maintaining data and producing reports from HMC management information systems
- Booking places on courses and conferences for delegates
- Preparing and distributing delegates' and speakers' materials for courses
- Dealing with delegate enquiries and demonstrating high levels of customer service
- Reviewing and improving ways of working and processes, to ensure that PD and events are run efficiently and effectively
- Supporting the delivery of the annual marketing and communications plan for conferences and events
- Conducting evaluations of events, and providing feedback to course directors and speakers
- Supporting the Corporate Partnership team with exhibitions at HMC conferences
- Contributing to developing digital approaches to delivering HMC's CPD programme

Other:

- Attending and supporting other HMC events, including the Autumn and Spring Heads' Conferences
- Providing administrative support to the HMC Director of Member Services and PD&EM
- Carrying out any other duties commensurate with the role

The Ideal Candidate Will Have:

- Educated to A level or equivalent, or with equivalent skills and experience at an appropriate level
- Experience in an administrative role
- Experience of managing a varied workload, working autonomously and without constant direct supervision
- Excellent organisational skills, with the ability to prioritise effectively and ensure deadlines are met
- Excellent IT skills including Microsoft Office
- Strong communication skills, both written and oral
- Ability to meet goals and deliver results, working both independently and as part of a team.

- Attention to detail and ability to produce work to a high quality and accuracy
- Numerate and comfortable analysing data
- A willingness to be flexible with a 'can do' and pro-active attitude.
- The ability to build constructive relationships with colleagues and stakeholders
- A commitment to the principles of excellent customer service
- Strong commitment to the values and ethos of HMC
- Demonstrates integrity, respect for others and is inclusive/respectful of diversity
- Ability and willingness to undertake occasional travel and overnight stays within the UK
- A commitment to own professional development

How to apply

To apply, please submit your CV and an application form including a statement of your suitability for the post before the closing date (Thursday 05 September 2024).

Closing date for applications: Thursday 5th September 2024

Interviews: Stage 1 Interviews will take place on the 12 September 2024.

Start date: The start date is flexible, but ideally the appointees will take up post as soon as possible after appointment.