

Conference Programme Consultant

Role of the consultancy

In 2018 the Society conference is changing and we are now seeking an individual to take the new conference and workshop programme forward.

Spring 2018 will see the launch of a united AGM and annual conference in London with a programme of regional workshops planned for the summer and autumn.

Working with an experienced conference team and a panel of enthusiastic members, the consultant will be responsible for planning the content of the conference and workshop programme including the sourcing of speakers and finalisation of topics.

The role of the conference programme consultant is to:

- provide a broad knowledge of homeopathy from the practitioner's perspective
- plan the programme content for all events including two regional workshops and a joint AGM/Conference in the spring

The consultant will:

- ensure access to expert homeopathy knowledge
- have first hand experience of attending major homeopathy events
- have experience of planning conference content
- work closely with the Marketing Manager and the on-line events panel made up of representatives from the Society membership

The contract will be dedicated to planning programme content only, the sourcing of venues/bookings and event planning is handled by the office conference team.

Following initial contact with speakers, the finer detail around speaker contracts, itinerary, requirements etc. will be handled at operational level.

The Consultancy will be carried out remotely with the majority of the role being carried out via email and telephone contact. The Consultant will be required to attend the AGM/Conference event which will take place in the UK in Spring 2018.

The contract will begin in the late spring of 2017 to allow time to plan the 2018 conference programme content.

The consultancy is a 12 month contract with a fixed fee of £1,000 inclusive of expenses. A place at the AGM/Conference will also be provided.