

Events and Partnership Manager – Role description

Location: London (2 days a week – Tuesday and Wednesday) and from home - Hybrid | 37.5 hours per week
| Fixed term 18-month contract with possibility of a permanent role

Starting salary: £43-45K dependent on experience | 30 days annual leave plus time off in lieu for weekend work

Reporting to: Chief Executive

The post holder will be an experienced events professional with a proven track record in programme planning and event delivery, including experience of online education and digital learning events. They will be responsible for building and maintaining strong relationships with volunteers, partner organisations, external stakeholders, and suppliers.

Working closely with members of the education team, membership team and the Chair of the Professional Development Committee, the post holder will play a key role in the development and delivery of the organisation's education and events strategy.

This is an exciting opportunity offering a generous holiday allowance and pension contributions of up to 7%.

The Society

The Healthcare Infection Society (HIS) is a membership organisation whose objectives are to advance knowledge, foster scientific interest, and disseminate information about the prevention and control of healthcare-associated infections (HCAIs).

We have an exciting opportunity to join our enthusiastic, committed and engaged team of staff, committees and our 1,400 members who are experts in the prevention and control of HCAIs. Members are drawn largely from the medical profession and are predominantly consultant microbiologists and doctors enrolled on an infection specialty training programme. Nurses, clinical scientists, research scientists and others with a demonstrable professional interest in HCAIs are also a vital part of our membership network.

Our working environment and team

Our team of eleven members of staff work to a hybrid model, spending two days per week (Tuesday and Wednesday) in our beautiful offices in Bloomsbury, London, and the remainder of the working week from home. We work according to a flexible model with a generous annual leave allowance of 30 days per year. There is an expectation of flexibility and additional days working in office/venue to fit with the events programme.

Working with our members and volunteers is a pleasure, and each member of our staff team works closely with our committees and board of trustees. Our working culture is collegiate, respectful and motivating. We value our staff and offer generous travel and training support as well as employee perks and wellbeing packages.



About the role

The Events and Partnerships Manager will join a small, highly engaged HIS staff team to lead the development, planning, and delivery of the organisation's expanding education and training programmes. This growing educational offer is central to enhancing member value, supporting professional development, and strengthening engagement across the membership.

Building and nurturing strategic partnerships, with a strong focus on income generation and long-term sustainability, will be a key aspect of the role.

Main duties and responsibilities

Event management

Manage the planning and delivery of a programme of established and new events and training courses for HIS by establishing and maintaining effective SOPs, organising and delivering events. This will include:

- Working with leads from the Built Environment Infection Prevention Initiative (BEIPI) on the programme development, planning and end-to-end management of the annual HIS Annual Conference, ensuring it is a success in terms of surplus generating, growing number of exhibitors and delegate numbers
- Developing and delivering financially a feasible education programme for the purposes of the fulfilment of charitable objectives
- Building partnerships with industry, increasing sponsorship income to support the delivery of HIS's educational programme
- Building partnerships with sister societies and other organisations within the sector.
- Development of programmes for online and in-person events
- Collaborating with the Digital Learning Manager to ensure content for new and established courses remains current and of a high quality
- Delivering live online sessions (via Zoom or MS Teams) for the flagship HIS training courses
- Programme development, planning and end-to-end management and delivery of in person and live online events
- Responsibility for the income and expenditure budgets for HIS meetings and events, and ensuring accurate financial record keeping, generating forecasts and ensuring education programme sustainable.
- Creating and maintaining HIS website content in relation to events promotion and booking
- Evaluating and reporting on the success of HIS events and considering areas of improvement
- Working with the HIS team and committees to identify prospective speakers and audiences for HIS events
- Working with the Professional Development Committee to develop ideas for new events and training courses
- Venue and supplier contract negotiation and management.

Other

- Carrying out from time to time and as directed, any other duties as required in addition to the above that will be both reasonable and within your capabilities

- Providing cover for the Digital Learning Manager and other members of the education team as required
- Always ensuring that you take care of your health and safety and that of others by complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards

Person specification

We have an inclusive work environment and individuals those from all backgrounds, sexuality, ability, race, ethnicity, gender and age are welcome to apply.

Education and experience

- Degree level education (or equivalent) or relevant proven work experience
- Proven track record of managing and delivering successful multi-stream events
- Proven experience of developing event programmes that are financially sustainable
- Working with volunteers and committees

Competencies

- Knowledge of working with CRM/customer database systems for membership and event management (desirable)
- Excellent interpersonal and communication skills - written and verbal
- Task-driven self-starter, with good time management, attention to detail and the ability to manage own workload
- Ability to challenge the status quo
- Technical IT skills: competent in the use of Microsoft Office suite, ability to understand logical processes
- Excellent attention to detail and organisation skills needed to manage projects effectively
- Ability to work effectively in a busy and dynamic environment
- Ability to develop effective and supportive working relationships, working flexibly and collaboratively
- Positive and open-minded
- A proven track record of delivering a high standard of customer service
- Proven track record of producing work accurately and to a high standard whilst under pressure, with emphasis on attention to detail whilst working to deadlines
- Ability to work as a key and supportive member of a flexible team
- Understanding of and commitment to equality, diversity and inclusion
- Willingness to travel and stay away from home on occasion and overnight
- Willingness to work outside of office hours when event management duties dictate
- Knowledge of compliance, specifically as it relates to data protection
- Numerate with budget management experience including forecasting, and planning
- Experience of event programme development and managing several events simultaneously

What we can offer you as our Events and Partnership Manager



- Hybrid working
- 30 days holiday
- Additional holiday between Christmas and New Year
- Employee perks programme
- Generous pension scheme
- Generous training budget
- Flexible working
- Employee assistance programme
- Opportunity for overseas travel to scientific and medical conferences
- Team days

To apply

We welcome applications from all individuals, and we are committed to our ED&I principles.

Candidates must have the right to work in the UK.

The deadline for applications is **17:00 on Wednesday 7 January 2026**. Applicants are required to submit a CV and a covering letter of no more than two A4 pages in length addressing why they would like this post, and why they are perfect for this role via Sarah Adibi, sarah.adibi@his.org.uk

Applications without a covering letter will not be selected for shortlisting.

First interviews will take place on **Wednesday 14 January**. Successful candidates will be invited to a second interview at the HIS office in London on **Wednesday 21 January**.