



Recruitment Pack

Events & Conference Manager
December 2024

Welcome

We are delighted you are considering joining us at CAHN. We are looking for someone from any background (we are an inclusive employer) who is driven and committed to equity, fairness, and social justice. You should be able to work collaboratively internally across different departments, and externally across different sectors. We hope this pack will help you understand a little bit more about what we do and what it is like to work here at CAHN.

While you are with us, all the effort you put in will be supporting our work to eradicate health inequalities and wider disparities. Your goal will be supporting the Black community to improve its health and well-being while influencing policy and practice across all sectors in furtherance of CAHN's objectives.

You will join an organisation with a vibrant, dynamic, and 'can-do' culture. Your input will support us to operate to the highest standards, support a range of initiatives that bring people together and build community resilience, influence local, regional, and national policy; and make a meaningful impactful contribution to the lives of the black community.

Our comprehensive learning and development offer includes a comprehensive induction programme when you start, resources to help address any gaps and help you build your core business skills when you need them, cultural competency workshops, training, personal career development and much more. You will be supported every step of the way and given opportunities to develop and grow.

If you share in our vision and ready to contribute to making an impact in the Black community, we would like you to get in touch.

Who we are: CAHN Background

CAHN's Vision & Mission



CAHN is a Black-led organisation set up to address the wider social determinants and reduce health disparities for people of Caribbean & African in Greater Manchester and beyond. We work with the Black community and cross-sector organisations to build community resilience, relationships and a social movement to reduce health inequalities.

CAHN's vision is to end health inequalities and wider disparities for Caribbean and African people in a generation.

Our mission is to ensure that the strategic and operational actions of service providers across health and cross sector agencies and commissioners, lead to racial and social justice for Black people.

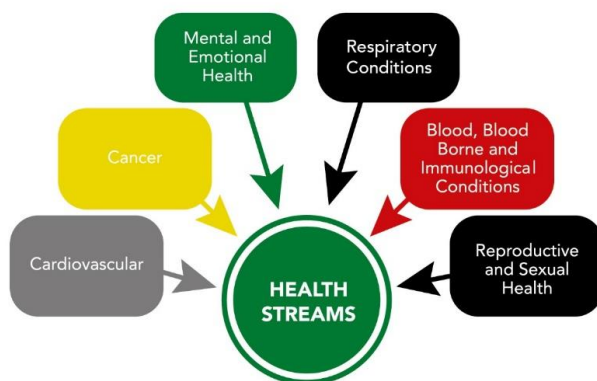
CAHN is working to achieve the organisational objectives by delivering Health & Wellbeing programmes across six priority health conditions: Cardiovascular, Respiratory, Cancer, Mental Health, Immunology, and Reproductive & Sexual Health.

We provide regular community engagement activities to reduce the wider determinants that influence poor health outcomes. In addition, we strive for change by providing tailored health training for community members, cultural competency, and anti-racist training plus allyship and inclusive leadership programmes.

We effect change using a partnership approach with our stakeholders. Our reach into our communities enable us to gather the evidence base that influence, policy, research, and practice decision making.

We have an operational arm within CAHN that responds to the needs of our communities in a racially, religiously, and culturally sensitive way. Some of our current services include our Black-led counselling service dealing with low level mental health issues, bereavement, and domestic violence. Some of other services include our family, advocacy, and health education services.

Our Health Priorities

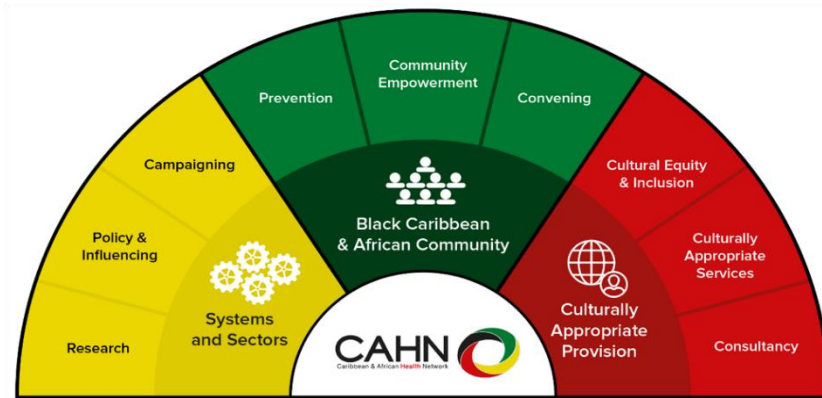


The evidence base identifies six key areas of work that we need to work with our community and stakeholders to address. Within all of these health prevention and intervention programmes there is a requirement to work with our communities to ensure that the action taken is tailored to meet our distinct needs. CAHN's health programmes take in account intersectionality within the

protected characteristics to deliver impact across generational groups.

A lot of our work is undertaken in partnership with Trusts, commissioning bodies, local authorities, faith communities, voluntary and private sector organisations and others including universities. This work seeks to enable a better experience and outcome for people of Caribbean or African descent locally and national.

Our Areas of work



Core Operations Unit



As an organisation, we

Lead – we lead strategic engagement articulating the needs of the community with an evidence base. We galvanise the community to respond to consultations and influence policy and practice; challenging the myth that we are hard-to-reach.

Educate – we raise awareness about prevention, early detection, effective self-care, and self-management. We provide commissioners and service providers with insight and cultural awareness of the Black community.

Support – we support a range of initiatives that brings communities together and builds community resilience. We broker collaborations among organisations to compliment and promote partnership working. We work with member organisations to strengthen their governance and support sustainability planning.

Advocate – we ensure the voice of the Black community is represented at decision-making tables. Our volunteers from a range of specialities support the most vulnerable in our community

Enhance – we work with community groups and member organisations to reduce duplication and maximise their impact, making them more effective in achieving their objectives.



Lead | Educate | Support | Advocate | Enhance

Commitment to Equality, Diversity & Inclusion

CAHN is striving towards being an equal opportunities employer. In working towards this aim no employee, or job applicant will receive less favourable treatment on the grounds of their role, gender, age, disability, race, nationality, ethnic or national origin, colour, sexual orientation, domestic circumstances, social and employment status, gender reassignment, privately held political opinion, medical history, marital status, religious or similar philosophical belief. We base all our employment decisions on merit, job requirements and business needs.

As a charity that values and celebrates people's diversity and champions opportunities for all young and disabled people, we are keen to receive applications from people who have experienced disadvantage and from those who are empathetic of the challenges the Black community.

We are a Disability Confident Committed Employer

As Level 1 Disability Confident Committed, CAHN works closely with Black-led and Disability organisations to identify disabled people who can gain employment skills through a work experience programme. CAHN will be ensuring that all its recruitment and selection processes are inclusive, and an interview guarantee scheme will be introduced for disabled applicants who meet the essential criteria.

You will now see the Disability Confident Committed logo on all of CAHN's promotional and marketing materials relating to recruitment, selection and workforce issues.

More information about Disability Confident Committed Level 1 can be found by following this [link](#).



We are a Living Wage Employer

CAHN is proud to be a living wage employer. The real Living Wage is the only UK wage rate that is voluntarily paid by over 11,000 UK businesses who believe their staff deserve a wage which meets everyday needs.

Living Wage employers found that paying a decent wage, as well as being the right thing to do, had real business benefits. This results in lower staff turnover and a better bottom line. Staff felt valued so they went the extra mile. For further information, please click [here](#).



Job Description

Job Title	Events & Conference Manager
Accountable to	Head of Corporate Delivery & Compliance
Type of Position	1-Year Fixed Term (extension subject to performance review)
Work Hours	Full time (37.5 hours per week) Hours of work will be variable but will include regular out of hours and possible weekend work. You may also be asked to work on ad-hoc events outside of your regular hours with sufficient notice.
Location	Manchester. Some outreach work and travel will be required.
Annual Salary	£35,700-£38,900 (dependent on experience)
Other Information and Benefits	<ul style="list-style-type: none"> • 22 days annual leave per year (pro rata) • Employer contribution of up to 5% to a group personal pension scheme • Staff loan policy • Flexible working policy • Training and development opportunities • Sometimes staff will need to carry out extra work outside normal working hours- for example to cover a weekend event for our flagship events. In these situations, we offer time off in lieu (TOIL) to compensate for the extra time worked.

Application Contact: To discuss any queries about the application please contact recruitment@cahn.org.uk or Sandra- sandra@cahn.org.uk

Job Purpose

We are seeking a dynamic and highly organized Events & Conference Manager to oversee the end-to-end management of our events, guiding them from conceptualization to flawless execution.

The events range from CAHN's flagship events to other events including national in-person events, conferences, webinars, policy workshops, staff away days, and other ad-hoc events throughout the year.

As our Events & Conference Manager, you will spearhead the creation and delivery of a captivating annual event calendar, collaborating with key stakeholders to guarantee each event achieves its objectives, exceeds stakeholder expectations, and leaves attendees with an unforgettable experience.

You should possess a background in overseeing and executing a variety of events, spanning both in-person and virtual formats. Demonstrating the capability to manage multiple projects concurrently, you must exhibit strong organizational skills and effectiveness in prioritising and meeting deadlines.

Your strengths in creative thinking and your ability to thrive under pressure will be crucial assets in this role.

Key Responsibilities

Event Management & Delivery

1. Plan, coordinate, and deliver a diverse portfolio of events, including:
 - CAHN's flagship events, such as the annual International Women's Day, Black Health Inequalities Summit, Africa Day, Windrush Day Celebrations, Black Healthcare Awards, Black History Month Civic launch & Fundraising Awards Gala, and the Greater Manchester Caribbean & African Community Carol Service.
 - Strategic engagements in the Houses of Parliament to raise awareness and influence policy change.
 - Philanthropic and fundraising events aimed at engaging donors and securing vital funding.
2. Collaborate with event committees, stakeholders, and sponsors to ensure exceptional event execution and impactful experiences.
3. Secure sponsorships, auction prizes, and in-kind donations to maximize event success and profitability.
4. Create post-event reports and follow-up plans to maintain and strengthen stakeholder relationships.
5. Identify and recruit high-level industry speakers to deliver case studies and presentations.

6. Manage speaker relations for each event, including initial outreach, confirmations, logistical coordination, pre-event briefings, and onsite support.
7. Manage all logistical aspects of event planning, including venue selection, supplier coordination, and on-site management, ensuring events are delivered on time and within budget.
8. Lead on administrative tasks, including guest list management, correspondence, and data tracking.
9. Monitor and evaluate event performance, using insights to inform future planning and improvements.

Stakeholder Engagement & Collaboration

1. Plan and deliver impactful events in the Houses of Parliament, fostering engagement with policymakers and advocating for CAHN's objectives.
2. Build and nurture relationships with key stakeholders, including donors, corporate partners, event attendees, MPs, government officials, and community leaders.
3. Represent CAHN at external events, conferences, and networking opportunities to strengthen partnerships and raise the organization's profile.
4. Collaborate with internal teams, including Strategy & Income and Communications & Marketing teams to ensure events align with CAHN's mission and messaging.

Philanthropic & Fundraising Support

1. Plan and execute strategic fundraising events, focusing on engaging donors and increasing philanthropic contributions to CAHN.
2. Work closely with the leadership team to align event strategies with CAHN's overarching goals and fundraising objectives.
3. Research and identify new event opportunities, partnerships, and innovative approaches to expand CAHN's reach and impact.
4. Develop follow-up strategies to cultivate relationships with attendees, ensuring they remain engaged and supported beyond the event.

Team Management

1. Provide effective management support and guidance to the Events Team by providing coaching and personal development support.

2. Empower team members to achieve excellent performance and contribute significant value to the organization.

This job description is not intended as a full and detailed range of duties that may be undertaken by the post holder and will be reviewed and developed to reflect the changing needs of the organisation. Other duties that are commensurate to the post may be requested from time to time.

Hours of work will be variable but will include regular out-of-hours and possible weekend work. You may also be asked to work on ad hoc events outside of your regular hours with sufficient notice.

Person Specification

This form lists the essential and desirable requirements needed to do the job. Applicants will be shortlisted solely on the extent to which they meet these requirements.

Personal Characteristics

- A team player who works flexibly as part of a wider team and collaborates across various teams and departments.
- Creative thinker with the ability to bring innovative ideas to events.
- Self-motivated with the ability to prioritise and meet deadlines.
- Delivers under pressure and organises own workload effectively.
- Takes responsibility for delivering on actions, achieving high standards and learning from mistakes.
- Open to change, new ideas and suggestions; looks for opportunities for improvement and self-development.
- A 'can-do' attitude and solutions focussed.

Essential Skills

- Full UK Driver's Licence and access to a car
- Experience in developing and delivering national (at scale) campaigns and events.
- Excellent interpersonal and stakeholder management skills
- Excellent organisational, time management and planning skills, with the ability to prioritise and manage own workload.
- Highly confident, outgoing and excellent communication skills, including business writing, presentation and facilitating group discussion.
- Excellent networking and relationship building.

- Excellent attention to detail with the ability to prioritise tasks without close supervision.
- Excellent influencing and negotiation skills
- Experience in presenting to individuals and groups of people across communities and varying organisational levels.
- Ability to effectively manage pressure, manage varying competing priorities and meet strict deadlines.
- Ability to stay focused in a pressured environment.
- Proficient with MS Office Suite (Word, Excel, PowerPoint & Outlook)
- Ability to organise and manage high-level meetings and events.
- Flexible to the needs of the post e.g., may require working outside of normal working hours.
- Familiarity with virtual event platforms and technology.
- Confidence in working with external partners, such as hiring venues, coordinating with external bodies, and attending events.

Desirable Skills

- Event management experience in the charity sector, ideally across both in-person and virtual events
- Degree in Event Management/Marketing
- Experience working with trustees and funders, or similar experience of working with a company board including executive and non-executive functions

Additional Requirements

- Comply with CAHN's policies as outlined in the staff handbook
- Avoid any behaviours that discriminates against your fellow employees, or potential employees on the grounds of their sex, sexual orientation, marital status, race, religion, creed, colour, nationality, ethnic origin or disability.
- The confidential nature of the work means that employees working within CAHN must maintain the strictest security in relation to documentation and ensure that confidentiality is maintained at all times in accordance with relevant Data Protection and associated legislation.

Next steps: Timescales and when to apply

The timescales for recruitment are as follows:

Application closing date	Midnight 10 th January 2025
Notification of shortlisted candidates	Week commencing 15 th January 2025
Interviews	Week commencing 20 th January 2025

If you wish to apply for this position, please supply the following in a word document format.

1. A detailed CV setting out your career history, education or qualifications, and other key responsibilities or achievements.
2. A supporting statement (up to 2 sides of A4) highlighting your suitability for the role and how you meet the criteria listed on the Person Specification. Please note that the supporting statement is an important part of your application and will be assessed as part of your full application.
3. Complete an application form
4. Complete a diversity questionnaire

All documents should be emailed to CAHN at recruitment@cahn.org.uk , making sure to put the job reference: CAHN042024.

If you would like to apply for more than one role, please make your preferred area(s) of work clear in your supporting statement.

Please ensure all application documents are provided in a word document format. This is to allow for the recruitment team to anonymize documents before sending to the shortlisting panel. We do not consider incomplete applications.

You will be notified if you have not been shortlisted.

Applications will be reviewed, and interviews offered, on an ongoing basis. CAHN reserves the right to close the role prior to the closing date should a suitable applicant be found, so please submit your application as soon as possible.

CAHN Delivery structure

