

Job Title:	Engagement Manager.
Reporting to:	Head of Education and Engagement.
Responsible for:	Project management of the Society's engagement activities, leading and organising the Society's member networks and management of committees and budgets.
Grade:	E
Contract:	Permanent, full time.
Location:	Society's offices, Angel Gate, London. This role may involve some overnight and weekend stays away from home. Time off in lieu will be granted for weekend working.

Overall Objective of the British Pharmacological Society

A world in which pharmacology and therapeutics drive and support progress in science, medicine and healthcare.

Overall objective of the job

Working with the Education, Engagement and Policy (EEP) team, staff, committees, member networks and external stakeholders to manage and deliver the Society's scientific engagement activities. A key aspect of this role is developing a community who care about science communication and pharmacology, as it relates to education, career development and public awareness.

Main tasks & responsibilities

Project management of the Society's engagement activities

To ensure:

- Management and delivery of Society's engagement activities in collaboration with relevant committees, ambassadors and other stakeholders including a regular review of the activity's effectiveness.
- That the Society's engagement activities are informed by accurate stakeholder mapping.
- Growth of our engagement network and promotion the Society's Ambassador Scheme to broaden our reach.
- That the effectiveness of the Society's engagement activities is monitored and consistent (creation of a Standard Operating Procedure, SOP), including using the Society's CRM system. This will include being responsible for keeping the system updated and monitoring for improvements.
- Opportunities to deliver engagement activities that help drive the Society's proactive campaigns are prioritised, where possible in collaboration, with other organisations.

- That the Society is effectively represented at relevant events attended by existing members and/or those in related disciplines.
- The management of budgets and forecasting for engagement activities, as well as processing invoices and expense claims as required.

Advance the Society's groups and networks

To ensure:

- The Society's Early Career Pharmacologists, Policy and Public Engagement and other relevant committees are managed, including coordinating meetings, preparing papers, reviewing minutes and ensuring that all relevant actions are progressed between meetings.
- That materials and resources are available to enable members and networks to promote the Society and pharmacology. This will be achieved in collaboration with the Membership and Communications team.
- The Society's Ambassador Scheme is managed and evaluated, including coordinating meetings, planning for the strategic growth of the network and timely responses to ad-hoc requests for support and/or resources.
- Good relationships with internal and external stakeholders are developed and established.
- That structures are in place to evaluate and advise on Equality, Diversity and Inclusiveness for all Society activities.

Leading member and stakeholder engagement

To ensure:

- The Society is represented at exhibition stands targeting relevant meetings and conferences as directed by the Head of Education and Engagement.
- Membership enquiries and leads from engagement events are rapidly progressed with the Membership Manager.
- Ambassadors' and stakeholders' opinions and preferences regards engagement are gathered, reviewed and considered to inform the Society's activities.
- That the Society's relationships with stakeholders are developed and maintained as required by the Society's current strategy and campaign focus.

Person specification

Requirements	Essential	Desirable
<p>Education and Training</p> <ul style="list-style-type: none"> • Life sciences degree or a related discipline (STEM) • An understanding of and enthusiasm for life sciences with an understanding of the importance of pharmacology 	*	*
<p>Experience</p> <ul style="list-style-type: none"> • At least two years' experience working in an engagement role within the life sciences • Delivering and leading on projects – Project management experience • Experience of representing your employer at scientific conferences, public engagement or outreach • Knowledge of customer relationship management (CRM) systems and completing data analysis • Experience of working with committees • Budget management experience 	* * * * *	* * *
<p>Interpersonal and communication skills</p> <ul style="list-style-type: none"> • An outstanding team player who is able to work harmoniously with colleagues, the Society's members and secure co-operation from stakeholders both within and external to the Society • The ability to be calm and engaging under pressure to develop constructive working relationships • Excellent verbal and written communication skills; with strong attention to detail • Strong organisational skills with the ability to manage multiple projects and objectives, take responsibility for own workload and organise tasks effectively • An externally-focused communicator who shares critical information in order to reach wide audiences with your value proposition. • Confidence in promoting to and influencing individuals and groups • Willingness to push boundaries and lead on tasks outside the normal range of duties 	* * * * * * *	