

**Job Description**

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| **Job Title:** | Events and Funding Officer |
| **Department / School:** | The Roslin Institute, R(D)SVS |
| **Reports To:** | Dr Carly Hamilton |

**Job Purpose**

The Events and Funding Officer will be responsible for delivering events and funding opportunities associated with the International Veterinary Vaccinology Network (IVVN). This strategically important global Network is a collaborative community of over 1,900 members from across 93 countries and its members address critical bottlenecks in the development of vaccines against animal diseases that threaten livelihoods, public health and animal welfare in low-and-middle income countries.

In this role, you will plan, organise and execute IVVN events to a high standard. These events include conferences for up to 200 delegates, training workshops for early career researchers, activities associated with the IVVN’s African Schools Outreach Programme and a number of different online events, including a monthly webinar series.

Furthermore, this role involves coordinating IVVN’s funded collaborative vaccine research calls (pump-priming grants and a fellowship scheme for female postdoctoral researchers), curating IVVN’s member’s database and interacting with IVVN members.

**Main responsibilities**

**Planning, organising and delivering IVVN events (40%)**

* Work with the Network Manager to organise and deliver IVVN conferences, workshops and other Network events, which will be hosted in the UK and in low-and-middle income countries.
* Liaise with Network Directors, Network Manager and Network Management Board on the event programme and be the point of contact for the speakers.
* Manage event registration and respond to queries from delegates.
* Process applications for travel awards and organise travel and accommodation for delegates.
* Organise purchase orders and payment of invoices associated with events.
* Monitor the financial resources allocated to each event.
* Oversee sponsorship packages and liaise with sponsors and exhibitors.
* Collate feedback from events and present to Network Management Board.
* Coordinate IVVN Network Management Board and External Advisory Group meetings and minute the proceedings.
* Assist the Network Manager and Communications Officer with webinar series as required.

**Administering and coordinating IVVN funding calls (40%)**

* Work with the Network Manager to administer funding calls and manage multi-partner projects.
* Prepare all documentation associated with each grant call ensuring terms and conditions satisfy the University of Edinburgh and funder requirements.
* Triage and file grant applications and respond to any queries from IVVN members.
* Coordinate the peer review process, including working with the Network Directors, Network Manager and Network Management Board to identify reviewers, send applications out to review, process peer review forms and provide applicants with anonymised feedback.
* Work with Roslin legal and contracts departments to set up successful projects, preparing and issuing award letters and setting up project partners on the University of Edinburgh’s finance system.
* Organise purchase orders and payment of invoices to grant awardees.
* Maintain a record of project progress, escalating any issues to the Network Manager in a timely fashion.
* Coordinate scientific and financial reporting of IVVN-funded grants, ensuring projects are completed on time.

**Member and stakeholder relations (20%)**

* Work with the Network Manager and Communications Officer to resolve issues and queries from the Network’s members and stakeholders, and provide specialist advice on use of Network services.
* Oversee improvements to the IVVN members’ directory, setting profile requirements for users and identifying and resolving issues. Ongoing curation of the member’s database.
* Monitor and maintain membership records, ensuring these comply with data protection laws and reporting membership analytics to the Network Management Board.

**Key contacts / Relationships**

* Network Manager, Network Communications Officer, Network Director, Network Co-Director, Network Management Board, External Advisory Board, University Finance and Legal departments and Campus Operations.
* External service providers.
* Network members, industrial partners, other research networks, funding bodies, and other external stakeholders.

**Planning & Organising**

* Plan and prioritise own work activities to ensure effective delivery of IVVN events and research grants, resolving conflicting timescales and priorities independently.
* Work on several different objectives at once and deliver outcomes on time.
* Undertake small-scale projects independently and contribute to larger-scale projects as part of a project team.
* Plan own work activities to ensure effective service delivery, resolving conflicting timescales and priorities independently.

**Problem Solving**

* Independently resolve issues that arise in the course of planning, organising and implementing activities using own experience, escalating to Network Manager where necessary.
* Deal with complex matters relating to contract delivery and manage service expectations in a tactful manner using discretion and sensitivity where necessary.
* Identify areas of responsibility where improvements could be made and suggest changes.

**Decision Making**

* Independent decision-making using judgement to prioritise workload and resolve problems independently, escalating as required.

**Knowledge Skills and Experience**

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| **Attribute** | **Essential** | **Desirable** |
| **Education, Qualifications & Training** | * *Either*   HNC/HND or equivalent level qualifications plus typically a minimum of 3 years’ relevant work experience  OR   * Broad experience (typically a minimum of 5 years), acquired through a combination of job-related training and considerable on-the-job experience, demonstrating development through involvement in progressively more demanding relevant work/roles. | * A degree in a biological sciences subject. * A postgraduate degree in a biological sciences subject. * A qualification in event management, grant administration, or similar. |
| **Knowledge & Experience** | * Experience of coordinating in-person and online events. * Experience of the research grant process, including pre- and post-award administration. * Excellent organisational skills and the ability to work under pressure to tight deadlines, solve problems independently, work under own guidance and as part of a larger team. * Meticulous attention to detail. * Excellent written and verbal communication skills. * Strong interpersonal skills and the ability to independently liaise and coordinate with colleagues and networks including dealing with unforeseen problems and circumstances. * Knowledge of University systems (e.g., finance system, procurement, travel booking system etc.) and policies. * Ability to manage time effectively and prioritise tasks accordingly. * Strong IT literacy (MS Office) skills. * Willingness to travel both within the UK and internationally. | * Experience of event management websites (e.g., Eventbrite). * Experience of using an online travel agent system to book a large number of flights. * Project management experience. * Experience of using webinar software (e.g., Zoom webinar). |

**Dimensions**

The International Veterinary Vaccinology Network (IVVN) is a £3.2m initiative of the MRC/BBSRC that coordinates and integrates UK and low- and-middle income country (LMIC) research expertise to overcome challenges associated with the development of livestock vaccines for LMIC-relevant diseases. Since launching in August 2017, the IVVN has welcomed over 1,900 members from 93 countries and the Network delivers a diverse programme of networking, funding and outreach activities.

The post is based within the IVVN Network Management Team at the Roslin Institute, Royal (Dick) School of Veterinary Studies, College of Medicine and Veterinary Medicine. This post will involve travel both within the UK and internationally.

**Additional Information**

If you require this document in an alternative format please contact HR by email at HRHelpline@ed.ac.uk or by telephone on 0131 651 5151.