

Events and Marketing Administrator

Remuneration/ Pay rate: £20,000 - £22,000

Location: Home Based, remote working

Hours: Flexible to suit the candidate (Part time to full time)

Events and Marketing Coordinator Job Purpose:

Bionow is an award winning membership organisation at the heart of the life sciences sector in the North of England. A not for profit membership organisation, Bionow supports the biomedical, pharmaceutical and life sciences sectors across the North of England. Bionow does this by bringing people together at our exciting conferences and events across the North, being an advocate for the North, and providing comprehensive procurement member benefits that strengthen the competitiveness of the North's innovative life science sector. With a passion for life sciences, our mission is to provide the tools and support for our Members to become amongst the most competitive in the industry. Bionow currently delivers more than 20 exciting events per annum often organised in parallel to over 2000 delegates. For more information visit www.bionow.co.uk

The Bionow Events and Marketing Coordinator is an important new role within the Bionow team as we continue to expand and grow our exciting range of business-focused events and develop our marketing activities both for Bionow and our partners. The position will be responsible for supporting the Events Manager to coordinate all Bionow events and marketing activities. They will also provide support to the Events Manager and the Bionow Team to coordinate the strategic marketing, website and social media activities for Bionow.

The role will be predominantly home based, with some travel to Bionow event venues across the North of England and for in-person Team meetings.

Job duties include:

Work with the Events Manager:

1. Plan, promote and deliver the Bionow events programme to include:

- Organise dates, venues and catering.
- Develop promotional materials for the events.
- Promote the event including loading events onto Bionow website, e-marketing and social media.
- Liaise with and invite speakers, delegates and exhibitors.
- Support set up of the event and management of speaker presentations.
- Attend events and providing support on the day including covering registration desk.
- Management of feedback.
- Support the identification and delivery of new Bionow events.

Work with the Bionow Team:

2. Provide support for delivery of the marketing activities to include:

- Coordinate and upload content to the Bionow website.
- Plan, develop and implement Bionow social media activity.
- Work with partners to plan, develop and implement partners social media activity.
- Post on twitter for each member added News article with link back to Bionow News page

- Post monthly Bionow Jobs page advert on LinkedIn and Twitter
- Interact with companies and people on social media platforms
- Manage the Bionow Forum on LinkedIn
- Support delivery of monthly Bionow newsletter.
- Support creation of Bionow marketing materials.
- Offer overall support for the delivery of the Bionow strategic marketing plan.

General Admin:

3. Undertake general administrative duties for Bionow as required.

Application procedures

Interested applicants should send a CV and covering letter to jesse.gray@bionow.co.uk