

Events, Awards and Partnerships Manager

Location: London (2 days per week – Tuesday, Wednesday, or Thursday) and home-based hybrid working

Hours: Full time, 37.5 hours per week

Salary: £43,000–£47,000 per annum, dependent on experience

Benefits: 30 days annual leave plus time off in lieu of weekend work

Reporting to: Head of Education and Governance

About the role

The Healthcare Infection Society (HIS) is seeking an experienced and proactive Events, Awards and Partnerships Manager to join our enthusiastic and collaborative team.

This is an exciting opportunity for an events professional with strong programme planning and delivery experience, alongside excellent relationship management skills. The successful candidate will lead on the planning and delivery of a varied portfolio of in-person and online events, awards programmes and partnership activity, while working closely with committees, volunteers, sponsors, exhibitors and external stakeholders.

The post holder will work closely with the Head of Education and Governance and the Chair/Vice Chair of the Professional Development Committee to support the development and implementation of HIS's education and events strategy. They will also work collaboratively with the Marketing and Business Development Manager on event marketing, sponsorship and corporate partnerships.

This role offers a generous holiday allowance, flexible hybrid working and up to 7% pension contributions.

About the Healthcare Infection Society (HIS)

The Healthcare Infection Society (HIS) is a membership organisation dedicated to advancing knowledge, fostering scientific interest and disseminating information relating to the prevention and control of healthcare-associated infections (HCAIs).

We work with a highly engaged network of over 1,300 members who are experts in infection prevention and control. Our membership includes consultant microbiologists, doctors in infection specialty training, nurses, clinical scientists, research scientists and other healthcare professionals with a strong interest in HCAIs.

Our team and working environment

Our team of thirteen staff work in a flexible hybrid model, spending two days per week (Tuesday, Wednesday or Thursday) in our modern Bloomsbury offices in London, with the remainder of the week working from home.

We offer a collegiate, respectful and supportive working culture where staff work closely with members, committees and trustees. We value our employees and provide generous annual leave, training opportunities, wellbeing support and employee benefits.

There is an expectation for flexibility and occasional additional office or venue attendance in line with event delivery requirements.



Main duties and responsibilities

Event management and programme delivery

Lead the planning, coordination and delivery of HIS's portfolio of educational events, conferences, awards and training activities, including both in-person and online formats.

This includes responsibility for:

- Managing the delivery of major in-person events including:
 - o FIS/HIS International Conference (biennial)
 - o HISCON Annual Conference
 - o IPC Leaders' Days
- Coordinating online educational events including webinars and virtual sessions
- Working with appointed Professional Conference Organisers to manage the biennial 3-day FIS/HIS international conference, typically attracting 600–800 delegates and a large exhibition
- Working with the Professional Development Committee on the development, planning and end-to-end delivery of the annual HISCON
- Supporting the development and delivery of financially sustainable educational programmes aligned with HIS charitable objectives
- Developing event programmes and coordinating delivery with speakers, suppliers and venues
- Collaborating with the Digital Learning Manager to ensure educational content remains current, relevant and high quality
- Managing venue and supplier sourcing, negotiation and contracts
- Maintaining accurate event budgets, financial records, forecasting and reporting
- Evaluating and reporting on event success, identifying opportunities for improvement and growth
- Creating and maintaining website content relating to events, bookings and awards
- Organising four annual hybrid HIS Council meetings and the AGM event
- Working with the HIS team and committees to identify prospective speakers, topics and audiences
- Developing ideas for new events, courses and educational opportunities

Awards and committee management

- Managing the delivery of the HIS Awards Programme, including:
 - o Lowbury Lecture
 - o Early Career Award
 - o Graham Ayliffe Fellowship
- Supporting and managing the work of the Higher Awards Committee, including agenda planning, minute taking, stakeholder liaison and driving activity forward
- Managing the application, review and award processes for fellowships and awards



Partnerships, sponsorship and income generation

Partnership building and income generation are central to this role.

Responsibilities include:

- Building and developing corporate partnerships to support HIS educational activities
- Increasing sponsorship and exhibition income across the events programme
- Working closely with the Marketing and Business Development Manager on sponsorship, marketing and partnership activity
- Supporting the development and oversight of long-term corporate partnership relationships
- Identifying opportunities for growth, collaboration and revenue generation

Other responsibilities

- Providing cover for other members of the Education team as required
- Undertaking additional duties appropriate to the role as reasonably requested
- Ensuring compliance with health and safety responsibilities and reporting any risks or hazards promptly

Person specification

Education and experience

Essential:

- Degree-level education (or equivalent) or significant relevant work experience
- Proven track record of managing and delivering successful multi-stream events
- Experience developing conference and educational event programmes
- Experience working with committees, volunteers and senior stakeholders
- Experience managing budgets, forecasting and financial reporting
- Experience building sponsorship or partnership relationships

Desirable:

- Experience working within membership organisations, healthcare or scientific environments
- Experience using CRM or event management systems

Skills and competencies

- Excellent organisational and project management skills
- Strong interpersonal, written and verbal communication skills
- Ability to manage multiple priorities and deadlines effectively
- High level of attention to detail and accuracy
- Positive, collaborative and flexible approach to work
- Ability to build strong working relationships internally and externally
- Strong customer service focus
- Confident using Microsoft Office and digital systems
- Understanding of equality, diversity and inclusion principles



- Understanding of data protection and compliance requirements
- Ability to work effectively within a busy and dynamic environment
- Willingness to travel and stay away overnight when required
- Willingness to work occasional evenings and weekends to support event delivery

What we offer

- Hybrid and flexible working
- 30 days annual leave
- Additional leave between Christmas and New Year
- Time off in lieu for weekend work
- Generous pension scheme
- Employee assistance programme
- Employee perks and wellbeing programme
- Generous training and development budget
- Team away days

To apply

We welcome applications from individuals from all backgrounds and are committed to equality, diversity and inclusion. Applicants must have the right to work in the UK.

Please send your CV and supporting cover letter to Sarah Adibi, Chief Executive; sarah.adibi@his.org.uk by **10 July 2026**.