



## **THE INVESTMENT PROPERTY FORUM**

### **EDUCATIONAL EVENTS CO-ORDINATOR JOB DESCRIPTION**

**REPORTING TO: Educational Events Manager**

#### **Responsibilities**

**1. Co-ordination of seminars/webinars/workshops:**

- Arranging corporate venues via membership for seminars and co-ordinating the resources at the host venue and within the IPF to ensure that everything runs smoothly on the day;
- Liaising with the 'lead contact' who identifies content and speakers for seminars/webinars/workshops, setting up conference calls with speakers etc.;
- Marketing seminars/webinars/workshops on the website and through mailings;
- Managing bookings and dealing with delegate queries (member and non-member);
- Liaising with other organisations, where appropriate for joint events;
- Assist with set up and attend all seminars/workshops in London to ensure the smooth running of each event. This may involve working early mornings/evenings;
- Post event admin, including thanking the venue host and speakers, putting speaker presentations on the website and requesting feedback from delegates;
- Attend regional board meetings (usually online)

**2. Website and social media**

- Ensuring the website pages relating to seminars/webinars/workshops are kept up to date;
- Developing the use of LinkedIn and other social media to IPF Events;
- The uploading and management of third party offers to members;
- Assist with webinars and create events on Go To Webinar

**3. Support for the rest of the IPF Executive**

- Assisting with the running of IPF annual lunches and dinners and other events, as required;
- Providing general administration support to the IPF Executive as required