

## Conference and Promotions Officer

Do you get excited by organising events?  
Do you want to help promote the WHSF and increase membership?  
Are you organised, like a challenge and committed to ensuring that the WHSF expands?

### Role Description

The Conference and Promotions Officer will assist in organising events, including the bi-annual WHSF conference, to promote the WHSF. The Conference and Promotions Manager will work with members of the WHSF to actively promote and recruit new members to the WHSF.

The role offers a great opportunity to enhance your CV, gain events experience and develop/learn skills whilst having fun meeting new people and being a key representative of the WHSF.

The successful candidate will work with Course Representatives and Workforce, Education and Development Services (WEDS) to ensure successful events.

The Conference and Promotions Officer will report on promotion activities/events at each meeting of the WHSF.

### Person Specification

The successful candidate will:

- Have a passion for events management and a desire to promote the WHSF
- Have experience of organising events (desirable **but not** essential)
- Be hard working, confident, creative and organised
- Have excellent time management
- Be an effective communicator and have excellent people skills
- Be a current Course Representative who has attended at least 2 WHSF meetings (*This condition may be waived in the event that no potential candidates have two meetings experience*)
- Demonstrate their commitment through their involvement with the Forum

### Application Process

To apply for this role you must submit a short paragraph (no more than 250 words) which demonstrates the following:

- How do you meet the person specification?
- What relevant experience do you have?
- What are your aim(s) for the Forum?