

Events Coordinator - Training – Job Description

Role Purpose:

To primarily lead the co-ordination of CPI's RNA Training Academy, offering external training as part of the new RNA Centre of Excellence. The role may also involve coordinating internally hosted events and training. The Events Coordinator will work closely with Marketing and Communications, Admin, and HR teams in order to successfully deliver these events. The role reports to the RNA Training Academy Lead.

Key Responsibilities:

- To maintain consistent and documented compliance with all relevant Safety, Health and Environmental (SHE), Good Manufacturing Practice (GMP), Data Integrity (DI), quality and best practice requirements.
- To co-ordinate CPI's RNA external training offering, ensuring CPI's brand and reputation are portrayed to the highest standard.
- To successfully coordinate training events virtually in the first instance which may expand to in-person events.
- Engage with third party service providers to support delivery of content generation and course delivery.
- Maintain list of CPI trainers to deliver courses. Book and diary management of trainers and Q&A panel attendees.
- To efficiently use training administration software and marketing platform to book, coordinate, communicate with contacts to manage and ensure smooth running of events.
- Actively monitor event registrations and escalate any issues with under or over subscriptions.
- Create materials and processes to communicate with mailing lists on course launches and follow up with delegates on communications once registered.
- To maintain accurate attendance logs for both hosted and external training events to accurately monitor training attendance and completion.
- To work closely with the marketing communications team to promote the training offering.
- To read and summarise information provided to share with delegates.
- To prepare, format and provide relevant training documents and presentations to delegates.
- To act as the first point of contact for all RNA Training Academy or Centre of Excellence event queries.
- To establish suitable methods of generating feedback from both staff and delegates at both internal and external training events to ensure there is a continuous improvement in the delivery from CPI's RNA Centre of Excellence.
- Follow up and chase feedback returns.
- Coordinating data sets and analysing to support marketing and business development activities.
- Support the RNA Training Academy Lead in generating annual report with feedback data analysis.
- To work closely with the Learning & Development Instructional Designer and Marketing Communications Business Partner and other external design agencies in the development and roll-out of training events, initially offering this virtually.

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- To assist in the promotion of CPI's RNA Centre of Excellence to potential customers in order to ensure full utilisation.
- The role requires flexibility to perform any other reasonable duties as required.

Good Manufacturing Practice - GMP

CPI have a responsibility to manufacture medicinal products of the requisite quality, fit for their intended use and be in accordance with the relevant Manufacturing and Marketing Authorisations, Clinical Trial Authorisation, Product Specification, Drug Master File or CEP Dossier as appropriate and which do not place patients at risk due to inadequate safety, quality or efficacy. The Pharmaceutical Quality System, which incorporates Good Manufacturing Practice, is designed to deliver this quality objective, the attainment of which requires the participation and commitment of all staff across departments and at all levels within the company.

Good Manufacturing Practice is the part of Quality Management which ensures that products are consistently produced to the correct quality standards. To comply with the principles of GMP, it is required that clearly defined procedures are adhered to when performing operations across CPI.

Data Integrity - DI

Data Integrity is the degree to which data are complete, consistent, accurate, trustworthy, reliable and that these characteristics of the data are maintained throughout the data life cycle. The data should be collected and maintained in a secure manner, so that they are attributable, legible, contemporaneously recorded, original (or a true copy) and accurate. Assuring data integrity requires appropriate quality and risk management systems, including adherence to sound scientific principles and good documentation practices.

CPI, as a GXP organisation, have developed a Pharmaceutical Quality System, which incorporates a DI Governance System – a series of arrangements to ensure that data, irrespective of the format in which they are generated, are recorded, processed, retained and used to ensure the record throughout the data lifecycle.

To comply with the principles of DI, it is required that clearly defined procedures are adhered to when performing operations across the site. All staff are actively encouraged/supported in the reporting of errors, omissions and undesirable results.

Direct reports: None

Person specification

Education / Qualifications:

Essential:	Desirable:
Educated to A-Level or (or Level 3 equivalent) in a Business/Marketing/Scientific/Events	

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discipline plus significant industrial experience Or Educated to HNC (or Level 4 equivalent) in a Business/Marketing/Scientific/Events discipline plus relevant industrial experience Or Educated to HND / Foundation Degree level (or Level 5 equivalent) in a Business/Marketing/Scientific/Events discipline	
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Competencies and behaviours	
Leadership (Enabling)	Decision Making (Core)
<ul style="list-style-type: none"> Builds and leads groups, communicates a compelling and inspired vision or sense of core purpose to arrive at an agreed schedule of work for a project, including agreed success criteria. Demonstrates commitment to common goals, integrity, and trust in all dealings with colleagues and customers. 	<ul style="list-style-type: none"> Within area of expertise recognises, identifies and defines problems. Generates and evaluates alternatives, draws conclusion and analyses risk. Takes timely and correct action using established methods to ensure effective solutions are implemented.
Communication (Core)	Developing self and others (Core)
<ul style="list-style-type: none"> Communicates in a clear and concise manner, covering all relevant points in a timely manner. Uses the appropriate route and format to communicate. Confirms understanding of others communication. Asks questions to understand other people's viewpoints. 	<ul style="list-style-type: none"> Knows own career aspirations and clearly communicates them to relevant colleagues whilst actively working to achieve goals. Sets personal development goals and deploys strengths to achieve them. Takes responsibility for one's own performance and actions, invites and incorporates feedback from a variety of sources. Regularly reflects on own capabilities to identify development priorities.
Collaboration (Enabling)	Delivery (Enabling)
<ul style="list-style-type: none"> Understands the value of establishing effective and supportive relationships, and collaborative working. 	<ul style="list-style-type: none"> Prioritises activities based on their impact and strategic importance.

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| <ul style="list-style-type: none"> Actively listens, questions and observes body language so as to understand communication from others. Cultivates and maintains partnerships across departments to deliver value for the business. | <ul style="list-style-type: none"> Takes responsibility and monitors own performance. Can articulate how their work feeds into projects. Creates and exploits useful metrics. Displays commitment and engagement to own work. Pursues everything with energy, drive and a need to finish, even when faced with setbacks or resistance. |
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Knowledge and Experience:

Essential:	Desirable:
Coordination of large meetings or events.	Experience in virtual events management.
Be able to manage and prioritise own workload.	Experience using marketing systems and CRM tools e.g. HubSpot.
Be able to communicate effectively and professionally with both internal and external customers.	Experience using Hopin or other virtual events platforms.
Be able to read and summarise information coherently.	Previous experience of working within a technical or innovative business.
	Previous experience of coordinating both large and small-scale events.
	Previous experience in project management.