

Healthcare professional events officer



Directorate

Support and influencing

Team

Healthcare professional support and engagement

Reporting manager

Healthcare professional engagement senior manager

Our charity

We're Breast Cancer Now, the research and support charity. We're the place to turn to for anything and everything to do with breast cancer. However you're experiencing breast cancer, we're here.

The brightest minds in breast cancer research are here. Making life-saving research happen in labs across the UK and Ireland. Support services, trustworthy breast cancer information and specialist nurses are here. Ready to support you, whenever you need it. Dedicated campaigners are here. Fighting for the best possible treatment, services and care, for anyone affected by breast cancer.

Why? Because we believe that by 2050, everyone diagnosed with breast cancer will live – and be supported to live well. But to create that future, we need to act now.

Overview of the directorate

The support and influencing directorate is responsible for delivering Breast Cancer Now's work to ensure everyone with or at risk of breast cancer gets the best possible care and treatment and is supported to live well.

We provide trusted information, connection and support to people affected by breast cancer across the UK. We work with healthcare professionals and healthcare teams to support them to provide the best possible care. And we are a powerful advocate, standing alongside people affected by breast cancer in calling for change.

This role is in the healthcare professional support and engagement team. Our work with healthcare professionals is essential to achieving our aim of improving the support, care and experience for people with breast cancer.

Job purpose

To play a key role in the delivery of the organisation's healthcare professional engagement activities. This includes supporting the delivery of our healthcare

professional conference, as well as supporting engagement activities both online and at other conferences throughout the year.

Key tasks and duties

Event management

- To support the delivery of a Breast Cancer Now conference targeted at healthcare professionals across the UK including:
 - Liaise with agencies and suppliers before and on the day of the conference
 - Support the nursing team to develop and manage agenda, including speaker and exhibitor management
 - Work with the healthcare professional senior manager to project manage the development and delivery of the conference, including setting timelines, milestones and risk assessments
 - Work with colleagues across the organisation to support budget management, promotion and sponsorship of the conference
 - Collate feedback on the conference and support the evaluation and impact team to produce an impact report
- To act as lead contact for all planned conference activities throughout the year, being responsible for tracking planned exhibitions and attendance at national and international events and supporting teams with logistics
- To support the delivery of our in-person and virtual healthcare professional events throughout the year, working with the healthcare professional engagement manager and healthcare professional education manager

Working across the organisation

- To work closely with the brand, marketing and communications team to ensure all healthcare professional events activities are consistent with the organisational brand guidelines and tone
- To work closely with the marketing team and the wider nursing, healthcare professional engagement and health information team on planning and timelines to support the organisation's healthcare professional event marketing activities
- To liaise with the marketing and health information teams to arrange reprints of materials, review and coordinate provision for conferences and other healthcare professional engagement events
- To work closely with colleagues in other teams to ensure a joined-up approach across the UK
- To ensure that the work of the team supports, and is integrated across, the organisation and is communicated internally and through external communications as appropriate

General

- To be an effective member of the team, presenting a positive impression of the team and the service
- To be able to undertake occasional travel within the UK, outside of normal office hours
- To work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected
- Adhere to all Breast Cancer Now's policies and procedures
- Any other duties within the scope and remit of the role, as agreed with your manager

Person specification

Qualifications and experience

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Experience of managing projects within specified budgets including producing plans, risk assessments, delivering projects across teams and departments, and effectively leading their implementation	X	X
Experience of working with event speakers and other key stakeholders, including managing speaker briefings and other activities to ensure successful delivery of presentations	X	X
Experience of developing and managing strong relationships with a wide variety of stakeholders, including interacting sensitively with people who are living with/have lived through distressing personal experiences	X	X

It's **desirable** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Experience of event management, ideally organising large events for specific audiences	X	
Experience of working in or directly with agencies	X	

Skills and attributes

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Excellent communication skills (verbal and written)	X	X
Excellent interpersonal skills, including confidence in working with senior colleagues and stakeholders and the ability to deal sensitively with patients and the public	X	X
Excellent organisational skills, with the ability to organise your work effectively, setting objectives and prioritising your workload in a busy environment, working under pressure and at times to tight deadlines while delivering on long-term	X	X

objectives		
Ability to work well as a member of a team, with a wide variety of people	X	
Ability to use Microsoft Office applications and online databases proficiently	X	
Willingness and flexibility to undertake occasional travel within the UK, outside of normal office hours, in the evenings	X	

Knowledge

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
An understanding of and commitment to issues relating to equality of opportunity and the ability to implement change in this area	X	
An understanding of data protection law and how it applies to the storage and use of supporter data	X	

It's **desirable** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Knowledge of the breast cancer pathway	X	
An understanding of breast cancer and its impact and how these inform Breast Cancer Now's vision and mission	X	

Role information

Key internal working relationships

You'll work closely with the following:

- Healthcare professional engagement team
- Nursing team
- Health information team
- Brand, marketing and communications team
- Data team
- Digital team
- Other members of the wider organisation, as required

Key external working relationships

You'll work closely with the following:

- NHS partners and healthcare professionals
- Private healthcare providers
- People affected by or at risk of breast cancer, particularly service users and supporters
- Volunteers
- Other charitable organisations and patient groups
- Corporate partners
- Funders
- Logistics agencies and other suppliers

General information

Role location and our hybrid working model	This role is based in our London office. However, our hybrid working model allows you to work up to 3 days per week at home. The other days will be primarily based in: 6 th Floor, The White Chapel Building, 10 Whitechapel High Street, London E1 8QS (open Monday to Friday)
Induction	It's important you have a positive induction experience and therefore, you'll be asked to consider coming into the office more frequently during your initial period of employment. This will enable you to get to know your manager and team colleagues quicker. This also allows you induction process to be meaningful and comprehensive, allowing for support

	to be provided more readily. Thereafter you will be able to follow the hybrid working model as described above.
Hours of work	35 per week, Monday to Friday

Contract type	Fixed term for 12 months
Medical research	We fund medical research of which some may involve the use of animals. Our aim is to save lives and our research using animals is only when there's no alternatives.
Conflict of interests	You'll be obliged to devote your full attention and ability to your paid duties. You shouldn't engage or participate in any other business opportunity, occupation or role (paid or non-paid) within or outside of your contracted hours of work which could impair your ability to act in the best interests or prejudice the interests of the charity or the work undertaken.
Immigration, Asylum and Nationality Act 2006	You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK.
Our commitment to equity, diversity and inclusion	We're committed to promoting equity, valuing diversity and creating an inclusive environment – for everyone who works for us, works with us, supports us and who we support.

How to apply guidance

We hope you choose to apply for this role. In support of your application, you'll be asked to submit your anonymised CV which means removing all sensitive personal information such as your name, address, gender, religion and sexual orientation. You're also asked to provide a supporting statement. When doing so please ensure you refer to the essential criteria on the person specification and clearly provide as much information as possible with examples to demonstrate how and where you meet the criteria.

Job description dated July 2025

Find out more about us at
breastcancernow.org

**BREAST
CANCER
NOW** The research &
support charity