

**SCTS NAHP Associate Meeting Lead**

**Job Description**

The overall responsibility for the organisation and running of the NAHP forum rests with the NAHP Meeting lead. The NAHP Associate Meeting lead is appointed to work closely with the team in order to seamlessly move into the lead role at an appropriate time. The wider team consists of Meeting Secretary, Deputy Meeting Secretary and Associate Meeting Secretary and two Society administrators.

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| **Essential Person specifications** |
| Training | Degree or equivalent (Please note that candidates who do not have a degree but have previous leadership and organisational roles will be considered |
| Experience | Minimum 5 years in CT surgery |
| Membership (NAHP) | Minimum of 2 years  |
| Registration | NMC and HCPC  |

**Duration:** February 2023 for 3 years with a period of supported transition.

The successful candidate will be required to be available for regular virtual meetings over the course of a year. They will need to be available a further 4 days for the meeting itself as well as occasional site visit dates.

The NAHP Associate meeting lead would be specifically responsible for:

* Researching, identifying and hosting national/international key-note speakers for the event
* Co-ordination of abstracts, presenters, presentations and delegates.
* Defining registration fees in conjunction with the Meeting Secretary and Treasurer
* Defining venue requirements, negotiating with venue and ensuring requirements met
* Participating in ensuring appropriate audio-visual facilities for the forum
* Participating in decisions around catering requirements
* Site visits

This list is not exhaustive.