

EXTERNAL ENGAGEMENT OFFICER

Job Description | November 2024

Contract Type: Permanent

Start Date: As soon as possible

Location: Hybrid working (London office located at London Bridge)

Please contact hadmin@apodi.co.uk with any questions.

ROLE OVERVIEW

Are you passionate about driving impact through meaningful engagement? Do you enjoy working in dynamic settings where there are always new opportunities to connect and learn?

Join us as the External Engagement Officer at the Office of Health Economics (OHE), where you'll play a central role in amplifying our impact. You will work across the organisation, with our talented and committed team of economists, to ensure our insights and expertise reach a wider audience.

This is a unique opportunity to work at the intersection of health economics, policy, and education—helping us foster influential partnerships, deliver high-profile events, and make a difference in global health.

Reporting directly to the Director of External Affairs a member of the OHE Management Team, the External Engagement Officer will be responsible for managing and coordinating OHE's external engagement activities. This includes events management, educational engagement support, external relations, and team initiatives. The role aims to increase OHE's visibility, foster strategic partnerships, and create opportunities for dissemination of OHE's research impact.

The role is well suited to an entrepreneurial and ambitious professional, with a keen eye for detail and stakeholder experience.

ABOUT US

With over 60 years of expertise, the OHE is the world's oldest independent health economics research organisation. We are a team of 35+ mostly economists working to improve health care through pioneering and innovative research, analysis, and education.

As a global thought leader and publisher in the economics of health, health care, and life sciences, we partner with universities, charities, governments, health systems, and the pharmaceutical industry to research and respond to global health challenges.

As a charity and government-recognised Independent Research Organisation, our international reputation for the quality and independence of our research is at the forefront of all we do. OHE provides independent and pioneering resources, research, and analyses in health economics, health policy, and health statistics. Our work informs decision-making about health care and pharmaceutical issues at a global level.

All of our work is available for free online at www.ohe.org

ROLE SUMMARY

1. Events Management and Coordination

- Lead the planning, coordination, and execution of OHE's events, including webinars, annual lectures, and other key events.
- Work closely with the research, marketing and communication teams to ensure the successful delivery of virtual and in-person events.

- Manage logistics, including venue booking, speaker arrangements, promotional materials, and event communications.
- Track attendance and feedback to ensure continuous improvement of events.

2. Educational Engagement Support

- Coordinate OHE's educational initiatives, including the organisation of masterclasses for external stakeholders.
- Provide project management support for educational engagements, ensuring high-quality learning experiences.
- Collaborate with the team to curate content, materials, and schedules for training and development programmes.

3. External Affairs and Partnerships

- Identify and source new opportunities for external engagement, including partnerships, sponsorships, and collaborations.
- Assist in the dissemination of research findings, reports, and other outputs to ensure OHE's work reaches key audiences.

4. Team Engagement and Internal Coordination

- Plan and coordinate internal engagement activities, including Away Days and team-building events.
- Work with team members to ensure alignment of internal and external engagement strategies.
- Provide administrative support for cross-team coordination of engagement-related activities.

PERSON SPECIFICATION

Essential Qualifications and Experience

- Bachelor's degree in communications, event management, public relations, or a related field, or equivalent experience in these fields.
- Proven experience in event coordination and stakeholder engagement.
- Strong organisational and project management skills, with the ability to manage multiple tasks and deadlines.
- Excellent communication and interpersonal skills, with the ability to work collaboratively with internal and external stakeholders.
- Experience in digital event platforms and social media engagement strategies e.g. Go-To-Webinar, and LinkedIn.

Desirable Qualifications and Experience:

- Experience in the health, international affairs, education or policy sectors.
- Familiarity with educational programme development and capacity-building initiatives.
- An understanding of CRM software e.g. HubSpot or CMap.

Key Competencies and Attributes

- Detail-oriented and highly organised.
- Proactive, with the ability to identify opportunities and solve problems.
- Strong teamwork skills with the ability to work independently when necessary.
- Sense of ownership and pride in your performance and its impact on the organisation's success.
- Enthusiastic and adaptable, with a passion for driving engagement and impact.

OHE is committed to equality of opportunity. Anyone will be considered for a role within our organisation, and we welcome applications from all candidates regardless of background. Please note that candidates will be required to provide proof of their right to work in the UK by the start of their employment.

Company Benefits:

In return you will receive a competitive salary (depending on experience), 25 days holiday (plus 3 days off

at Christmas), 6% employer pension contributions, private medical scheme, travel insurance, life assurance, group income protection and monthly wellbeing allowance.

Please email before the closing date both your CV (no longer than two pages) and cover letter (no longer than two pages) explaining how you meet the requirements of the above brief to hadmin@apodi.co.uk.

Applications must be received by 5pm GMT on Thursday 9th January 2025. Interviews will be held for shortlisted candidate's w/c 27th January 2025.