

Title: Events and Marketing Assistant

Term: Permanent, full-time

Reporting Relationship: The position will report to the Head of Content Production and will work closely with the Marketing and Events team.

Location: Fully remote working role, ideally the candidate will be UK-based, as the team is on the UK timezone

Salary: £25,000 - £27,000 per annum

About:

International Consortium for Health Outcomes Measurement (ICHOM) is a non-profit organisation that was founded with the purpose to transform healthcare systems worldwide by measuring and reporting patient outcomes in a standardised way.

Standardised, comparable, and objectively measurable outcomes are the ultimate marker of success in healthcare. Patients want to know what their life will be like after treatment: will they return to work, will they be able to take care of themselves, and will their symptoms improve? Helping patients answer these questions is why ICHOM was formed

ICHOM is seeking an Events and Marketing Assistant to support ICHOM's Conference and Marketing team in delivering high-quality and engaging events and content to our community. The role will report to the Head of Content Production.

Job description:

Events Assistant – Key Responsibilities

- Contribute to the planning and execution of ICHOM's in-person conferences and virtual learning series.
- Provide comprehensive support to the Conference Director and Head of Content Production in organizing event agendas and logistics.
- Serve as a primary point of contact for stakeholders, managing event-related inquiries and overseeing the daily operation of information and event inboxes.
- Assist in the development and implementation of the event mobile app in collaboration with the Conference Director.
- Coordinate and schedule speaker preparation calls in the lead-up to events.
- Organize and manage speaker materials, ensuring timely collection and accuracy for all ICHOM events.
- Support the coordination and communication with the Speaker and Conference Advisory Committees.

ICHOM, INC USA: 6th Floor, 399 Boylston Street, Boston, MA 02116
Registered as 501(c)(3), incorporated in Delaware, USA EIN: 46-0854621

ICHOM UK: ICHOM LTD, The Engine House, 2 Veridion Way, Erith, Kent, DA18 4AL
Registered Company Number BR017184



- Attend and provide on-site assistance during ICHOM conferences as required.
- Regularly update the Conference Director and internal team on progress and key milestones.
- Conduct research to support both the Marketing and Conference teams, as needed.
- Collaborate with cross-functional teams across the organization to assist with a variety of ICHOM initiatives and projects.

Marketing Assistant – Key Responsibilities

- Assist the marketing team with updating content on the Conference website.
- Draft engaging social media content, including speaker announcements and promotional posts for upcoming events.
- Research and conduct initial outreach to prospective media partners to support event promotion.
- Support the development and implementation of a potential membership model aimed at enhancing community engagement and retention.

Requirements/Skills:

- **Demonstrated experience** in event management and/or marketing
- **Proficiency in Microsoft Office** (Word, Excel, PowerPoint) is essential.
- Familiarity with **Google Workspace (G Suite)** tools (Gmail, Drive, etc.) is a plus, though not required.
- **Fluent in English**, with excellent verbal and written communication skills.
- Exceptional **writing and presentation abilities**, with a keen eye for clarity and tone.
- Highly **organized**, with strong attention to detail and the ability to manage multiple priorities simultaneously.
- Capable of working **both independently and collaboratively** within a team environment.
- **Strong problem-solving skills**, with the ability to exercise sound judgment, initiative, and discretion.
- Excellent **interpersonal skills** and the ability to build positive working relationships across diverse teams.
- A genuine **passion for improving healthcare** and making a meaningful impact in the sector.

Apply: To apply for this role, please send an up-to-date resume and cover letter to jobs@ichom.org

ICHOM, INC USA: 6th Floor, 399 Boylston Street, Boston, MA 02116
Registered as 501(c)(3), incorporated in Delaware, USA EIN: 46-0854621

ICHOM UK: ICHOM LTD, The Engine House, 2 Veridion Way, Erith, Kent, DA18 4AL
Registered Company Number BR017184

