

SOA PROGRAMME DIRECTOR

Purpose

To lead the planning and delivery of the programme for the annual State of the Art Congress for 2026 and 2027.

The person

You will have vision and considerable drive to ensure the success of this high-profile congress.

Key responsibilities

1. To lead the design and delivery of the programme for SOA26 and SOA27.
2. To engage with the Society's advisory groups (including Council, Professional Advisory Groups and Education Committee) to generate ideas and ensure a broad multi-professional group have an opportunity to contribute to the programme.
3. To collaborate with the relevant senior manager from the Society to agree the pre-congress one day educational events and liaise with the Chairs of each to ensure the programme aligns with the themes of SOA overall.
4. To actively participate in weekly SOA Project Board meetings which are co-chaired by the Society's CEO and Honorary Secretary (SOA Strategic Director). The meetings are also attended by the Society's Senior Management Team.
5. To be responsible for overall decision making about the SOA programme content in liaison with the SOA Strategic Director and the Head of Sponsorship and Events.
6. To coordinate speaker liaison with the support of the Events Programme Manager. (NB the Society's Event's team will manage the administrative requirements while the Programme Director will ensure that invites are personalised, and speakers understand the core values of the Society and aims of the congress.)
7. To be on site throughout SOA, working closely with the Society's Head of Sponsorship and Events and wider operational delivery team to ensure successful delivery of the congress.
8. Ensure all programme details are provided in a timely way and in accordance with the Project critical path for successful delivery of SOA to enable prompt marketing and communications and therefore registrations and sponsorship and exhibition income.
9. To promote the Intensive Care Society and our values to maintain our high professional and public profile.

Time commitment and remuneration

The workload will be variable throughout the year reflective of the activities that need to be delivered to ensure the SOA congress is a success.

Participation in weekly project board meetings (currently Fridays at 10am-11am) and regular operations and marketing meetings with relevant members of the team.

The post is funded for the equivalent of approximately 1 SPA/week (£10,000 per year).

Planning for SOA26 will start immediately after the end of SOA25. The Programme Director for SOA26 and SOA27 is expected to be appointed early in 2025 so that they can shadow the current Programme Director and attend SOA25 alongside him to learn about the role. During the shadowing period the role will be unremunerated and voluntary. Reasonable expenses will be covered if agreed by the Society in advance.

Governance

The role is accountable to the Society via the Honorary Secretary who holds the role of Strategic Director for SOA. The role will be responsible for managing the Chairs and Speakers of the multi stream Congress to ensure breadth of multi-professional programme content and successful delivery of the event. The SOA budget is monitored by the Head of Sponsorship and Events and managed by the Chief Executive.

The SOA Programme Director is a Specialist Advisor to the Council of the Society which meets four times a year and advises the Trustee Board.

Duration of the role

This role starts in January 2025 and is expected to end in August 2027.

In the first five months the post holder will shadow the current SOA Programme Director for SOA25 and attend weekly meetings of the SOA25 Project Board. The postholder will be Programme Director for SOA26 and SOA27 (subject to annual review and an extension for a third year would be considered).

Nominations for the role will be considered by the Society's Executive Committee.

Application process

Brief CV (no more than 2 pages) and 500 word covering statement to explain how you will meet the requirements of the role to be sent to soa@ics.ac.uk by **10am Tuesday 14 January, 2025**

Interviews will be held early in 2025.

Personal specification

Required	Desirable
<ul style="list-style-type: none"> Intensive Care Society member 	
<ul style="list-style-type: none"> Evidence of commercial acumen to seek sponsorship. Experience delivering educational events 	<ul style="list-style-type: none"> Experience in leading and delivering multi stream multi-professional educational events Post-graduate qualification in education or similar.
<ul style="list-style-type: none"> Excellent communication and organisational skills Team working skills Commitment to the core values of the Society: <ul style="list-style-type: none"> Collaboration Freedom of expression Accept and Respect Quality 	