



INCOSE UK Assistant Director for Events

Overview of Position

The Assistant Director for Events is responsible for the development, direction, and coordination of a portfolio of events, providing a means for the INCOSE UK Chapter to engage with the wider Systems Engineering community.

Whilst the primary focus of this role is the successful and profitable delivery of the INCOSE UK Annual Systems Engineering Conference, it also encompasses the development of other potential event formats, coordination of joint events with other organisations, and providing guidance and support to local groups and working groups where appropriate.

The Assistant Director for Events is an appointed role with a three-year term of office. The role is appointed rather than elected due to the financial implications associated with events. To comply with our Articles of Association this role is a non-voting member of the INCOSE UK Council.

The President-Elect retains overall oversight of events from an INCOSE UK Ltd perspective and will oversee the appointment process, including assessment of candidates by the Events Team and making a recommendation to Council for ratification.

Candidates will be asked to complete and submit a nomination form.

This role is an excellent opportunity involving a mixture of project management, stakeholder management and developing a broad outlook on current and future Systems Engineering practice.

Role Responsibilities

- Chair the Events Team, which comprises the Secretariat, Technical Director, Finance Director, ECF Chair, and other directors and volunteers as appropriate.
- Develop the annual plan for delivering ASEC, in collaboration with the Secretariat, for approval at the annual Events Team planning meeting in January of each year.
- Lead on the development of event themes and programme structures in conjunction with the Events Team, including both ASEC and other events such as training days or one-off special events.

- Support the Technical Director in the assessment of submissions and construction of the ASEC technical programme.
- Ensure that events are planned to make a financial surplus, and take appropriate steps throughout the delivery phase to ensure that financial aspects are monitored and controlled.
- Act as the INCOSE UK point of contact for developing potential opportunities for collaborative events with other organisations.
- Escalate risks, issues and opportunities to the President-Elect where appropriate, and support discussion of these at INCOSE UK Council meetings.
- Conduct venue visits in conjunction with other Events Team members, to assess potential future venues for INCOSE UK events.
- Participate in all INCOSE UK Council meetings and Joint meetings.
- Contribute to the INCOSE UK Strategic and Annual Operating Plans.
- Develop and maintain Policies and Guidelines for Events.
- Provide direction and guidance to INCOSE UK Groups about holding events, in accordance with the Groups policy.

Authority

This is a non-voting member of the INCOSE UK Council.

Accountability

- As stipulated in INCOSE UK Bylaws and policies.
- Compliance with directives on conflict of interest and all policies and procedures of the organisation.
- Accountable for discharge of the above responsibilities, and achievement of the objectives, under the direction of the President-Elect and with ratification by the INCOSE UK Council.
- Financial accountability for events is held by the President-Elect.

Benefits

The INCOSE UK Assistant Director for Events meets with the INCOSE UK Council to set the direction of INCOSE UK. As a part of the Chapter Leadership, the holder of this role will engage with other professional engineering institutions, academia and wider UK Industry. The holder will also have opportunities to engage at the INCOSE International level. Engaging with such a wide stakeholder base will broaden professional networks, bringing benefits to both the individual and their employer.

From a personal development perspective, it offers the opportunity to grow in the



areas of event management and project management (to strict timelines), and develop wider networks within the SE community. It is also a key delivery position within the INCOSE UK Council. The holder of this position also gets free attendance at the ASEC event each year, including accommodation.

Required Skills

- Planning and budgeting skills to develop realistic and achievable event plans.
- Wide ranging awareness of contemporary Systems Engineering techniques and issues, to enable appropriate setting of themes and support the paper review process.
- Strong oral and written communication skills.
- Confidence and capability to promote the values and mission of INCOSE UK, particularly when securing keynote and after-dinner speakers.
- Leadership and teamwork skills to coordinate activities within a volunteer organisation, and identify suitable candidates to support INCOSE UK event delivery.