**Conference Organiser**

**Purpose of the Role**

To organise the annual SHCG conference, in partnership with the other Conference Organiser and in discussion with SHCG trustees. The conference organisers also work with the trustees to identify and develop a theme and write the call for papers. Conference Organisers are responsible for booking venues, accommodation, speakers, catering and transport. It is a methodical role with a clear path to follow.

Expect to engage with the work of SHCG and respond to requests for consultation, reading and commenting on proposals from other committee members.

**Person specification**

* A member of SHCG (individual or institutional)
* Able to attend Trustee meetings 3 times a year (attendance and travel = 1 day) plus the annual conference.
* Methodical and attention to detail
* Excellent communication skills
* An ability to organise and work to deadlines
* Project experience will be useful, but not essential
* A willingness to travel and advocate for social history when necessary

**Impact**

This role contributes to one of the main core outputs of SHCG. The annual conference largely covers its own costs, but the Conference Organisers role are responsible for advertising the event as widely as possible in order to increase attendance and diversity, as well as to develop and increase partnership working across the UK.

**Support**

The Conference Organiser will be supported by fellow trustees and will work closely alongside the other Conference Organiser. Other trustees who have organised conference in the past are also on-hand for advice.