

Title:	Conference Manager (Maternity cover)
Contract type:	6 Months with possible extension to 1 year fixed term maternity cover contract
Location:	Flexible – to be agreed, Home based or Hybrid London Office based work (Min 2 days in Office)
Hours:	Part or full-time; between 28 and 35 hours per week
Salary Scale:	Office/Hybrid Working £43,090 - £46,643 (inc London Weighting) Home Based £38,655 - £41,840
Closing Date:	8.00 am on Thursday 24 July 2025
Interview Date:	Tuesday 5 August in London

1. Introduction

Thank you for your interest in this post. This pack will give you some more information about the role and how you can apply. Please feel free to contact us if anything is not clear or you have further questions.

This is an important role for Homeless Link, with overall responsibility for project managing and delivering a programme of conferences designed to introduce new ideas, support the learning of the homelessness workforce and demonstrate Homeless Link's ability to convene, whilst generating income for the charity.

Working alongside colleagues, and using internal and external intelligence, you will be responsible for researching, creating, and delivering compelling event programmes for a series of England wide conferences. You will help shape the narrative and purpose of each event and be involved in crafting a clear and engaging storyline.

You will work across the lifecycle of each event, from content creation, budget management, logistics, delegate, speaker and venue liaison to on the day event delivery. You will be responsible for ensuring that the sessions, themes, and speakers align with the event's objectives and the broader organisational strategy. As part of this you will help curate a lineup of knowledgeable, engaging speakers, meaning that each event not only delivers value, with content relevant and useful for our audience of homelessness sector leaders and practitioners, but is positioned as an unmissable opportunity within the industry.

This is an exciting role for someone looking to get exposure to different areas of event planning and management and to working with multiple stakeholders.

We are actively seeking to increase diversity within our organisation and would greatly welcome applications from people with lived experience of homelessness, from a black or minority ethnic background and/or with a disability.

Thank you for your interest, and I look forward to receiving your application.

Kate Alaway
Head of Workforce Development

2. Job Profile

Role Description

PURPOSE

This role will manage and deliver a programme of conferences designed to introduce new ideas, support the learning of the homelessness workforce and demonstrate Homeless Link's ability to convene, whilst generating income for the charity.

ACCOUNTABILITY

Reporting to the Head of National Workforce Development, within the National Workforce Development team

LOCATION

We offer a flexible working policy, and as such, this role could be performed remotely, or choose to be office based (Aldgate, London, EC3N).

MAIN RESPONSIBILITIES

- To organise and deliver Homeless Link's conference and events programme.
- To lead and implement a conference and events programme to deliver Homeless Link's objectives, including researching and testing demand and analysing feedback.
- To ensure the delivery of a varied programme of events that attracts a range of participants from all levels in central and local government and the homelessness and supported housing sector.
- To ensure that the events programme is an effective platform to showcase Homeless Link's knowledge and expertise.
- To work closely with other teams as an integral part of the event planning process.
- To be responsible for identifying, securing and briefing influential speakers, chairs and workshop leaders
- To identify potential sponsors and be responsible for sponsor liaison
- To manage the budget for events in consultation with the Head of National Workforce Development
- To be responsible for all administrative arrangements, including venue and delegate liaison and briefing staff on their tasks.
- To ensure that the perspectives and experiences of people experiencing homelessness are represented within the programme.
- To ensure all events are accessible and organised within the disability discrimination legislation.
- To work with the Marketing Manager on event marketing
- To work in partnership with other organisations as appropriate.

GENERAL

- Roles and objectives in Homeless Link may change. All members of staff are expected to be prepared to work flexibly in response to changing business needs.
- All members of staff are expected to undertake any other responsibilities or tasks that are consistent with their role and/or reasonably required by the Chief Executive.
- To take part in Homeless Link training, events, and seminars as appropriate.
- All members of staff are required to operate in accordance with Homeless Link's values, policies, and procedures.

This is a description of the job as it is presently constituted. It is the practice of Homeless Link to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are required to reflect business needs. This will be conducted in consultation with you. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.

Person specification

Essential

- Effective project management skills with the ability to prioritise and manage deadlines and work across multiple workstreams at the same time.
- Experience in a customer-facing role
- Excellent problem solving and time management skills
- Excellent written communication skills, with an ability to communicate clearly and concisely
- Experience of liaising with high profile individuals
- Keen attention to detail.

Desirable

- Experience of working in the homelessness sector.

QUALIFICATIONS AND SPECIALIST KNOWLEDGE FOR THE ROLE

Essential

- Knowledge and understanding of the principles of effective conference and events management and provision
- Significant experience of organising conferences and/or events
- Ability to quickly grasp new subject matter and organise appropriate and relevant events and conferences.

GENERAL REQUIREMENTS FOR ROLES AT HOMELESS LINK

Essential

- Willingness and ability to work outside normal office hours.
- Willingness and ability to operate in accordance with the values and policies of Homeless Link.
- Willingness and ability to work flexibly in response to changing organisational requirements.
- Commitment to bring into the work the views, needs and voices of people with direct experience of homelessness.

Desirable

- A sound understanding of the causes, consequences and solutions to homelessness based on direct experience.

Key Competencies

Summary of Core Competencies

Personal Contribution	Working with Others	Organisational Contribution
Personal Effectiveness: Demonstrating effective working practices, striving to deliver high performance	Teamwork: Working cooperatively, building and nurturing strong relationships within and outside the organisation.	Resource and Project Management: Achieving results through efficient and effective management of projects and resources.
Effective Communication: Demonstrates ability to communicate concisely, accurately and persuasively verbally and in writing with a range of audiences	Stakeholder Focus: Identifying, understanding and striving to exceed the needs of all stakeholders.	Entrepreneurial and Innovative Thinking: Generating and developing imaginative and innovative solutions and opportunities.

Role or Grade specific competencies

Expert/Technical Knowledge: Demonstrating best use of required knowledge in specified field ensuring continuous learning and development.	Business & Commercial Acumen: Demonstrates understanding of the commercial environment, identifying and developing business opportunities.	
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Explanation of terms used

- **Role description:** gives details of the duties of the post. Use this as a guide to decide whether you think the job would suit you.
- **Person specification:** lists the criteria, which will be used to assess your application and covers the qualifications, specialist knowledge, experience, and track record that we are looking for.
- **Key competencies:** these are for your information. We will look for evidence of all these during the interview and testing stage if you are shortlisted.

3. Employee Benefits

Salary Scales for Interim Conference Manager

£43,090.00 - £46,643.00 per annum (London Head Office based)

£38,655.00 - £41,840.00 per annum (Home Based)

It is our policy to appoint at the first point of the salary scale.

4. How to apply

Sending in your application

Please provide your CV with a covering letter explaining how you will meet the requirements in the person specification, and email to:

recruitment@homelesslink.org.uk.

Please also complete our online [EDI Monitoring Form](#), this information is not shared with the panel, but really helps us monitor the effectiveness of our recruitment process.

The closing date is 8.00am on Thursday 24th July 2025. Applications received after the published closing date will not be considered.

We plan to hold interviews on 5th August 2025 at our Head Office in London

For any queries about the post, please email recruitment@homelesslink.org.uk

Supporting people with disabilities

Homeless Link is committed to improving its employment opportunities for people with disabilities. Please let us know if you require support, modifications, adjustments, or special equipment to assist you with the recruitment process. We will contact you to discuss your requirements further.

Supporting people with experience of homelessness

As part of Homeless Link's commitment to support people with experience of homelessness, we have committed to giving feedback to applicants who have experience of homelessness.

[For more information about working at Homeless Link follow this link to our website](#)