

BIOINDUSTRY ASSOCIATION JOB DESCRIPTION

JOB TITLE	Senior Programmes and Projects Manager
DEPT/LOCATION	Events and Programmes Dept, Bloomsbury Square, Holborn
REPORTS TO	Associate Director, Events and Programmes
SALARY	Circa £45,000 PA, dependent on experience

ABOUT THE BIA

The BioIndustry Association is the UK's trade association for innovative life sciences and biotech. We work with incredible entrepreneurs, scientists, business leaders, regulators, policy makers and advisors in a fascinating, vital and booming sector that spans global connections and the entire life sciences ecosystem in the UK.

SUMMARY BACKGROUND AND ROLE

We produce leading sector events and programmes – aimed at both our members and the wider life sciences community – currently ranging from thought leadership conferences, roundtables and bootcamps, vibrant networking events and webinars. All benefit from a high profile, trusted brand in the BIA and strong engaged communities. Our events and programmes build engagement, loyalty and long-term association with the BIA.

We are looking for a Senior Programmes and Projects Manager to join the existing Events and Programmes team at BIA. The focus of this role is firstly to develop high-quality, commercially successful events, shaping agendas, securing speakers and managing sponsors and key stakeholder relationships, while bringing fresh ideas and insight to strengthen engagement across our communities. The role will also provide oversight and direction for content development across the wider events and programmes portfolio, ensuring quality, consistency and alignment with organisational objectives. In addition, the role is responsible for leading the project management and delivery of our growing leadership programmes portfolio overseeing strategy, delivery, recruitment, budgets and stakeholder communications to ensure successful execution and achievement of programme objectives.

DUTIES AND RESPONSIBILITIES

Content

- Lead the development of agendas and speaker line-ups across a portfolio of conferences, events and leadership programmes, identifying key themes, sourcing and securing speakers, and delivering compelling, audience-focused content.
- Develop and deliver high-quality conference programmes, working closely with internal subject matter experts, advisory groups and industry stakeholders to identify key priorities, shape agendas and curate commercially relevant content.
- Provide oversight and direction for content development across the wider events and programmes portfolio, ensuring content remains relevant, engaging and aligned with organisational priorities.

Sponsors / stakeholder engagement

- Build and maintain strong relationships across the life science and biomanufacturing sector, developing a deep understanding of key organisations, stakeholders and market trends.
- Work closely with the sponsorship team to identify prospective partners, support sponsor engagement and retention, and ensure sponsor participation aligns with event and programme objectives.

Programme Management

- Oversee the end-to-end delivery of leadership programmes, managing project plans, delivery timelines, programme logistics and key stakeholder relationships. Work closely with programme partners and external contributors to ensure successful programme delivery, strong participant engagement and achievement of programme objectives.

General

- Act as a senior member of the Events & Programmes team, providing guidance, mentoring and support to colleagues, sharing best practice and helping to drive high-quality delivery across the portfolio.
- Develop and maintain a strong understanding of the UK life sciences and biopharmaceutical sector, identifying emerging trends, key challenges and opportunities to inform event and programme content.
- Support the development of new events, communities and initiatives, contributing ideas that strengthen engagement and deliver value for members and stakeholders.
- Develop event materials, speaker briefings and programme documentation to support high-quality delivery and stakeholder engagement.
- Contribute to the ongoing growth and development of the events & programmes portfolio, identifying opportunities for new content, partnerships and audience engagement.

- Establish and work with expert advisory boards and policy staff to generate and facilitate quality event and programme ideas.
- Write clear, accurate, creative and informative copy for websites and brochures.
- Work with events team to plan events and ensure relevant attendees are identified and targeted.
- Monitor and attend sector events to ensure BIA events are market leaders, including networking with potential speakers and sponsors.

KNOWLEDGE, SKILLS AND EXPERIENCE

Essential skills

- Degree or equivalent with a minimum of 5 years' experience developing conference agendas, programmes, event content or in editorial/publishing.
- Proven ability to identify, source and secure high-quality speakers.
- Strong project management skills, with the ability to manage multiple projects and competing priorities simultaneously.
- Experience leading complex projects involving multiple stakeholders and competing priorities.
- Excellent stakeholder management skills, with experience building relationships with senior industry professionals, speakers, sponsors or partners.
- Strong written and verbal communication skills, including the ability to produce compelling programme materials and speaker briefs.
- Experience building and managing relationships with sponsors and commercial partners, with a proven ability to balance audience, community and commercial objectives.
- Strong research and analytical skills, with the ability to identify emerging trends and translate these into relevant content.
- Highly organised with excellent attention to detail and the ability to work both independently and as part of a wider team.
- A proactive, solution-focused approach and the ability to thrive in a fast-paced environment.

Desirable

- Experience working in a membership or trade association.
- Knowledge of UK life sciences, biotechnology and biopharmaceutical sector, relevant degree would be highly desirable.
- Experience working with advisory groups, steering committees or expert stakeholders.

- Experience managing leadership development programmes or member engagement initiatives.
- Line management experience.

WORKING FOR THE BIA

Building a thriving, diverse workplace is a priority across all industries. The BIA is committed to providing a fair and equitable working environment, to attract and nurture people from all backgrounds. We value the individuality and diversity that employees bring to the company throughout our activities.

WORKING PATTERN

We are currently working in a hybrid pattern, whereby we work 3 days in the office and 2 from home. If the successful candidate is located within 40 miles of the London office, we expect them to adhere to this pattern.

HOW TO APPLY

Interested candidates are invited to submit their resume/CV and a cover letter detailing their relevant experience, with reference to the job description, outlining their approach to the role.

Please note that all offers of employment are subject to two satisfactory references and proof of eligibility to work in the UK. Applications written using an AI generator will not be accepted.

Please email your application to recruitment@bioindustry.org with the subject line “Senior Programmes and Projects Manager Application - [Your Full Name].” Deadline for applications is Wednesday 21st October 2026 at 9am. There may be an accelerated recruitment process, so interested applicants are strongly encouraged to apply as soon as possible ahead of this closing date.

Initial interviews will take place during week(s) of 26th October, dependent on availability. We are committed to providing equal opportunities and creating an accessible workplace. If you require any reasonable accommodations during the application, interview or assessment process, please let us know when you apply.