

Candidate pack

**International Symposium
Co-ordination Lead**



Every day...

we're here for people affected by Motor Neurone Disease (MND).

A diagnosis of MND brings home the preciousness of every day. So we do all we can to make every day count. We bring understanding and guidance. We deliver practical and financial support. We raise awareness and campaign for better care. We're not just here for now – as the UK's leading charity funder of MND research, we're striving for breakthroughs to develop new treatments and, ultimately, a cure.

MND moves fast. It takes away time, it takes away independence and it has no cure. Every piece of support, every research project, every pound raised, every kind word, and every day lived well...

matters.

Hello



Tanya Curry
Chief Executive

“We’re really pleased you’re interested in joining us and using your expertise, knowledge and time to make a difference to people affected by MND.

We are a charity with big ambitions and are committed to our vision of a world free from MND - we need a strong team to deliver that.

If you’re a great fit for this role, and us, we hope to meet you soon!”

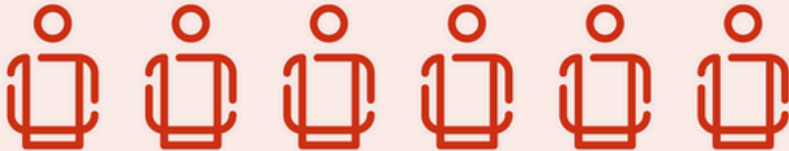
Our vision
A world free
from MND.



Our mission
Everyone
with MND has
choice and
control today,
and a future
driven by
research and
innovation.

What is MND?

Today, six people



**will be told they have MND and six people
will die from the disease.**

**People with
MND may lose
their voice and
movement.**



**And ultimately, their
ability to breathe.**

**A third of people
will die within a
year of diagnosis.**



**More than half will
die within two years.**

**MND is a fatal
rapidly, progressing
disease.**



**It affects the brain
and spinal cord.**

**MND doesn't
discriminate.**



**It affects people from
all backgrounds and
at all ages.**

**There is no cure for MND.
Together we can change that.**



Our values

Four values guide everything we do, and the way we do it. From how we behave day-to-day, to strategic decisions about our priorities, our values shape it all.

We're one strong team.



We work together as one MND Association – a community of people affected by MND, staff, volunteers and partners. We share a common vision and direction. We value diversity. We support each other. We are collaborative and work in partnership with external organisations and with professionals, scientists and others to further our impact.

We make every day count.



Time is precious. We make the most of it to help people with MND. We are proactive, responsive and efficient. We listen to what people need and support them in doing what's important. We deliver at pace, but take the time needed to do things thoroughly. Every day we create impact for people with MND.

We think big.



We are the UK's leading MND charity. People look to us for expertise and inspiration. We support new approaches, new treatments and new understanding. We are bold and ambitious – we think big and make ideas happen. We go beyond what's expected to find new and better ways of doing things. We help set standards, influence care and drive change to shape a better future for people with MND.

We are determined.



People affected by MND are at the heart of all we do. We work with determination and a drive to make a difference. We have compassion and treat people with dignity and kindness. Every interaction is a chance to show that people affected by MND are heard and valued.

Job description

Job title: International Symposium Co-ordination Lead

Salary: £55,000 per annum

Location: Northampton. This role may involve international travel from time to time. Please ensure you have the appropriate documentation required for travel outside the UK.

Contract: Permanent

Hours: 37 per week

Reports to: Head of VIP Liaison and Events

Job purpose

The role provides senior leadership and strategic direction for the annual International Symposium on ALS/MND, the flagship global research event delivered by the MND Association. The postholder will lead and coordinate a cross functional, matrix team to ensure the successful planning and evolution of the Symposium, working closely with the Association's Chief Scientist and external partners.

Through coordinating a high quality, impactful international event, this role strengthens the Association's position as a global leader in the field, accelerates the sharing of research, fosters collaboration, and supports our mission to improve outcomes for people living with MND.

Through sustained leadership, problem solving, and resilience in a fast paced and complex environment, the postholder ensures we are determined, continually moving the programme forward and enabling the Symposium to deliver meaningful, world leading outcomes for the global ALS/MND community.

Main responsibilities

- Lead the end-to-end delivery of the International Symposium – act as point of accountability with the Sponsor for full delivery, providing leadership across planning, timelines, logistics, risk, delivery and stakeholder coordination
- Own and manage the master project plan and integrated schedule – develop and maintain a unified symposium project plan covering all work-streams, including operations scientific content workflows, abstracts, comms, sponsorship and onsite delivery, ensuring clarity of ownership.
- Lead strategic decision-making and governance, ensuring clear frameworks, escalation routes, and alignment with scientific decision-making led by the Chief Scientist. This role holds final approval for strategic venue decisions in consultation with the Sponsor.
- Provide strategic oversight of venue procurement, supplier contracting, and programme logistics, working in close partnership with the Future Symposium Planning Manager, who leads operational scoping, assessment, and negotiation activities.
- Oversee supplier performance - ensuring contractual compliance, delivery against expectations, and value for money.
- Co-ordinate cross-functional teams across the Association – bring together internal Leadership and teams across the Association to ensure smooth, aligned and consistent delivery
- Manage the Symposium operational budget and be accountable, along with the Sponsor for forecasting, monitoring, reconciliation and reporting of the operational event budget in collaboration with the Future Symposium Planning Manager, Conference and Events Manager, International Symposium Programme Manager and Event Sponsorship and Fundraising Executive
- Oversee contractual fulfilment of sponsorship packages and industry partnership commitments, supporting the Event Sponsorship and Fundraising Executive, who retains accountability for income.
- Lead evaluation, reporting and continuous improvement including technological advances – Drive continuous improvement across all processes, systems and documentation
- Champion clear processes and ways of working – Embed clear ownership across the project through RACI's, decision making, mapping of processes, reduced duplication and improved ways of working.

Essential criteria

- Significant senior experience leading flagship, high quality, large-scale, complex events preferably with an international scope.
- Demonstrable experience operating as the accountable lead for multi-stream planning with significant budgets, managing multiple suppliers, internal and external stakeholders and interdependent workstreams.
- Significant experience of managing high value contracts with a good understanding of supplier relationships and international venues, ensuring value for money, risk mitigation and compliance.
- A good understanding of data integrity, system ownership and compliance
- Experience leading and coordinating matrix teams across departments and levels.
- Formal programme/project qualification or significant project management experience.
- Expert project planning, timeline management and risk control.
- Strong understanding of event operations and logistics
- Excellent communication, negotiation and stakeholder management skills.
- Ability to make informed decisions under pressure.
- Skilled in budget management and financial control.
- Knowledge of continuous improvement methodologies and process design.



What we offer

At the MND Association, we support you to do your best work and thrive within one strong team.

Employment benefits

Hybrid and flexible working

We have a number of regionally-based employees, with our office-based employees working on a hybrid basis with an expectation of one or two days in the office each week.

We are happy to work with you to consider flexible working solutions that support your life and responsibilities as well as the requirements of the role.

Annual leave

28 days holiday, which increases by one day for each complete annual leave year worked (up to a maximum of 33), plus bank holidays. You also have the option to buy up to five additional days' leave through salary sacrifice or to sell back five days.

Pension

We have two schemes available.

- Auto Enrolment Scheme: you and the MND Association both contribute 4% of your net monthly salary.
- Enhanced Salary Sacrifice Scheme: if eligible, you contribute a minimum of 5% and the MND Association contributes 8.1% of your gross monthly salary.

Life assurance

The option to join a life assurance scheme for peace of mind and financial protection for your loved ones.

Health and wellbeing

- **Health cash plan**, which reimburses healthcare costs including dentist, optician, health screening, specialist consultation.
- A 24/7 virtual GP service, called **GP24**, for you and your household.
- A confidential, independent counselling helpline with up to 10 free sessions each year per issue.
- Access to the My Healthy Advantage app.
- Staff and volunteer network groups and forums.
- Mental health first aid scheme.

Cost savings

- Access to the Cycle to Work Scheme so you can save money and spread the cost of buying a bike.
- Access to BenefitHub, which offers a huge range of discounts and cashback plans across hundreds of retailers and providers.

Learning and development

We'll support your professional and personal growth through:

- a comprehensive induction programme
- the Learning Lab, which offers a range of courses
- job shadowing, to strengthen your knowledge in other areas
- the chance to study for an apprenticeship alongside your role.

Working location

Our central office in Northampton is bright and modern with a variety of flexible working spaces, meeting rooms and communal areas. We also have office space in London SE1, close to Borough and London Bridge stations.

Some of our staff are based regionally and work from home.



Francis Crick House

Motor Neurone Disease Association
Francis Crick House
6 Summerhouse Road
Moulton Park
Northampton NN3 6BJ



London office

FORA
180 Borough High Street
London SE1 1LB

Applying for a role

Please apply via our website. Once we've shortlisted, we'll get in touch with all applicants to let you know if you've got to the next stage.

Application notes

- Apply early if you can. If we receive a lot of interest, we may close applications early.
- We are open to part-time applications or job shares – please indicate your preferred working arrangement in your application.
- Please reflect how your experience aligns with our values in your application.
- Depending on the role, you may be required to complete a criminal records check with the Disclosure and Barring Service (DBS).
- If you're successful in securing a role, you will be asked to produce your valid right to work documentation as part of our pre-employment checks. Find out more on [our website](#).
- If you require UK visa sponsorship, please clearly indicate this in your application.

Personal data

We will look after any information you provide to the MND Association when applying for a vacancy in accordance with the General Data Protection Regulation (GDPR). We're committed to protecting your personal information and being transparent about what information we hold.

[Read our privacy policy here.](#)

Animals in research

We understand that not everyone agrees with the use of animals in research. So, it's important to make you aware that some of the research that we fund involves animals.

MND is complex and, at the moment, animal models are still one of the most powerful tools used to help us understand, prevent and one day cure MND. Much of the progress made to date would not have been possible without them.

Inclusive recruitment

We're committed to providing everyone with the opportunity to compete fairly for roles.

- We're committed to providing everyone with the opportunity to compete fairly for roles.
- We anonymise applications to ensure bias does not influence our decision-making.
- All applications are reviewed by a member of our team, we don't use AI to filter applications.
- We can provide reasonable adjustments during the application or interview process, please contact us at hrrecruitment@mndassociation.org for support.
- We are happy to consider alternative application formats from candidates who find it difficult to complete the online form. Contact us to discuss what works best for you at hrrecruitment@mndassociation.org.
- We are a Disability Confident Employer and guarantee interviews for applicants with a disability who meet the requirements of the role.



Find out more about our **[commitments to inclusion.](#)**

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**Every day we support people affected
by Motor Neurone Disease.
Because with MND, every day matters.**