

EXTERNAL AFFAIRS TEAM — JOB DESCRIPTION

Events and Education Coordinator

July 2026

Contract: Permanent

Grade: Coordinator

Start date: As soon as possible

Location: Hybrid - you have flexibility to work remotely and to work from our London Bridge office. Candidates must be located within an easy commute to London as there will be the requirement to work at our offices in London for certain staff meetings or events, and to collaborate with colleagues for some project activities.

Reports to: Director of External Affairs

Salary: £30,000 - £35,000, with generous benefits package (please contact hradmin@apodi.co.uk with any questions).

Overview

The Events and Education Coordinator is a key operational role within OHE's External Affairs team. You will be responsible for the smooth running of OHE's events programme and the logistical delivery of our educational activities, including those delivered through the OHE Academy. Working closely with our economists, communications colleagues, and the Senior External Engagement Officer, you will help ensure that OHE's research and expertise reach the right audiences at the right time.

This role is well suited to someone who is highly organised, proactive, and enthusiastic about working in a policy or health-focused environment. It is a strong foundation for a career in external affairs, health communications, or events management.

About OHE

With over 60 years of expertise, the OHE is the world's oldest independent health economics research organisation. We are a team of 35+ mostly economists working to improve health care through pioneering and innovative research, analysis, and education.

As a global thought leader and publisher in the economics of health, health care, and life sciences, we partner with universities, charities, governments, health systems, and the pharmaceutical industry to research and respond to global health challenges.

ohe.org

As a charity and government-recognised Independent Research Organisation, our international reputation for the quality and independence of our research is at the forefront of all we do. All of our work is available for free online at www.ohe.org.

Role summary

Event coordination

- Support the planning, coordination, and delivery of OHE's events portfolio, including webinars, annual lectures, roundtables, and other key engagements.
- Coordinate end-to-end logistics including: venue booking, speaker liaison, catering, travel arrangements, promotional materials, and event communications, working closely with marketing and communications colleagues throughout.
- Operate and maintain digital event platforms (e.g. Zoom, Teams, GoToWebinar) and manage attendee registration, communications, and on-the-day support.
- Track attendance data and gather post-event feedback; prepare brief evaluation summaries to support continuous improvement.
- Maintain a forward-looking events calendar, keeping all relevant team members informed of upcoming deadlines and requirements.

OHE Academy and educational engagement

- Support the operational delivery of OHE Academy programmes, including scheduling, logistics, communications, and participant administration for masterclasses, short courses, and other learning activities.
- Act as the primary point of contact for Academy participants during enrolment and ahead of sessions, ensuring a smooth and professional experience.
- Liaise with external speakers, and programme leads to ensure all materials, schedules, and logistical arrangements are in place ahead of each session.
- Maintain records of Academy and educational engagement activity, including participant numbers, feedback, and reach, and assist in producing impact summaries for reporting purposes.
- Support the preparation of educational materials, joining instructions, and programme schedules in collaboration with the wider team.
- Identify and flag logistical improvements or participant experience enhancements to the Senior External Engagement Officer.

Team and internal coordination

- Plan and coordinate internal engagement activities, including Away Days and team events, working across the wider OHE team as needed.
- Provide administrative and coordination support for cross-team engagement activities.
- Support the Senior External Engagement Officer and Director of External Affairs with administrative tasks related to partnerships, external relations, and communications.

Person specification

Essential

- Demonstrable experience in event coordination or administration — through employment, internship, or volunteering.
- Strong organisational skills with the ability to manage multiple tasks and deadlines.
- Excellent written and verbal communication skills.
- Familiarity with digital event platforms and/or social media (e.g. LinkedIn, Zoom).
- A proactive, can-do attitude with strong attention to detail.

Desirable

- Interest in or exposure to health, economics, education, public policy, or international affairs.
- Qualification in a relevant discipline e.g. Events, Marketing or PR
- Experience supporting educational or training programmes.
- Familiarity with CRM software (e.g. HubSpot).

Key competencies and attributes

- Detail-oriented and highly organised.
- Enthusiastic and adaptable, with a genuine interest in events and educational engagement.
- Strong teamwork skills, with the ability to work independently when needed.
- Proactive in identifying and resolving logistical challenges.
- A sense of ownership and pride in your work and its contribution to OHE's mission.

Company benefits

- Competitive salary dependent on experience.
- 25 days annual leave plus 3/4 days at Christmas.
- 6% employer pension contributions (double employee contribution up to a maximum of 10%).
- Private medical scheme, travel insurance, and life assurance.
- Group income protection and monthly wellbeing allowance.

Equality of opportunity

OHE is committed to equality of opportunity in all areas of its work. All individuals will be treated in a fair and equal manner at any stage in the recruitment process on the grounds of age, disability, gender reassignment, marriage and civil partnership, maternity, pregnancy, race, religion or belief, sex or sexual orientation.

Visa Sponsorship:

Please note that under the new Standard Threshold provisions issued by the HMG governing Skilled Worker Visas this post does not automatically meet the minimum salary requirements to satisfy the conditions needed for a Skilled Worker Visa for any applicant that will require such a visa to legally work in the UK. If you are recruited, we cannot guarantee that HMG will grant a Skilled Worker Visa.

How to apply

If you are interested in this position, please email your CV (no longer than two pages) and a cover letter (1–2 pages) explaining how you meet the requirements of the above brief to recruitment@ohe.org

Deadline: Sunday 16 August 2026

Interviews and assessments will be held week commencing 7 September 2026.

OHE reserves the right to close this vacancy early if sufficient applications are received for the role. Therefore, if you are interested, please submit your application as early as possible.