

Company Profile

Black Pharma was founded in August 2020 with a vision to see a greater representation of black professionals across the Pharmaceutical industry. Data shows that black employees remain one of the least represented groups within the Pharmaceutical & Life Sciences industry, with even lower representation at more senior levels.

At Black Pharma, we work to establish racial equality within the industry by creating more accessible and supportive pathways for black students, graduates and professionals to achieve their career ambitions. At the heart of our organisation is our mission to “**Create Access**” and “**Enable Success**”.

For more information about what we do, visit: www.blackpharma.org.

Role Profile:

Role Title:	Events Officer
Team:	Engagement and Communications
Role Type:	Voluntary
Hours:	4 - 8 hours per month

Role Purpose:

Working together with the Engagement and Communications Director and Events Manager, the Events Officer will provide vital support in the planning, organisation and execution of Black Pharma events by taking various responsibilities including:

- Assisting in liaising with guest speakers, sponsors and partners
- Hosting events if required
- Searching for potential speakers and hosts
- Supporting in the scheduling and delivery of events to a high standard
- Providing technical and logistical support for events
- Management of attendees pre- and post- events
- Exploring ideas for new events

Person Specification:

Are you passionate about giving back and helping other achieve their goals? If so, become a part of our amazing team as we work to effect change, break barriers and achieve equality.

Role Requirements:

- Passion for events
- Attention to detail
- Time management
- Strong interpersonal and communication skills
- Good organisation skills
- Confident with Microsoft Office packages
- Professionalism



Events Associate

Job Description

For more information and to apply for this role, email info@blackpharma.org