

AIDS Impact IT Lead Consultant

Scope of work: variable hours from January 2026 – September 2027

Job role: IT Lead, AIDS Impact Conference 2027

Place of work: Remote + Attendance of AIDS Impact Conference (May/June, London) + Site visits to assess IT and then to selected venue to plan and set up IT.

Time commitment: Consultancy, part-time, payment on invoice per hours worked.

Rate of pay: £80.00 per hour, paid as claimed.

Hours: 1 January 2026- 31 December 2026 Up to 1 days (8 hours) per week, with a provision for additional hours if necessary, as agreed by the Trustees and IT Lead, and subject to quarterly review.

1 January 2027- 10 June 2027 Up to 2 days (16 hours) per week

5 days per week in the week prior to and week of the AIDS Impact Conference.

24 June- 30 September 2027 Up to 2 days per week

All consultancy activities are subject to agreement by AIDS Impact Committee members.

Please note that this includes work out of UK business hours in order to be responsive to international conference attendees, speakers, volunteers etc.

Essential activities:

- Lead the planning and enaction of a technological plan for the AIDS Impact Conference
- Site visits of potential venues to assess IT capacity and needs for the site floor plan (capacity and tech support)
- Develop, complete, maintain and update Schedule Live Master Copy (using google workspace and live AIDS Impact system) of all abstracts, symposia, oral poster and poster sessions
- Weekly management meeting for conference planning
- Attendance of all AIDS Impact Conference planning meetings with update, and incorporate decisions into technological planning for the Conference
- Coding to Link AIDS Impact Conference website to the Invajo system to coordinate registration, submissions and programs
- Adapt and edit Schedule Live Master Copy as needed, dependent on changes in attendance and acceptances/refusals
- Lead on conversion of the Schedule into a Conference Program, linked to rooms, Session Chairs, breaks etc.

- Liaise with and support AIDS Impact Committee in adaptations to conference schedule, logistics etc.
- Establish, conduct design changes and manage updates to Conference website
- Respond and troubleshoot attempted security concerns (such as online scams) to the AIDS Impact website
- Supervise technological partners that provide presentation management system for the conference
- Establish and manage records for Scientific Committee
- Plan and supervise volunteer schedule for the Conference, including local and international volunteers
- Coordination of IT prior to and during the Conference.
- Manage technical and schedule changes immediately prior to and on-site during Conference
- Managing vendors for conference, including venue, IT, catering services, hire of any equipment
- After the conference, development of concluding summary of IT needs and planning for the forthcoming AIDS Impact Conference, and presentation of report to the AIDS Impact Committee.
- Ability to demonstrate successful completion of anti-bribery and anti-corruption training.
- Badging process improvements from the 2025 conference, and system set-up
- Presentation process management – increase the ease of submitting presentations
- Poster session management – establish poster submission and communication
- Build an appropriate conference website for AIDS Impact 2027, with links to social media as relevant
- Review and ensure full conference compliance with GDPR
- Management of payment system for conference attendee registrations
- Establish system to remind any remaining registrants who have still not paid prior to the conference
- Exploration and establishment of system for credit card payment for registration and donations
- Review and align budget for all IT requirements, provide an estimated cost estimate and report to AIDS Impact Committee on budget requirements
- Identify the audiovisual equipment supplier that will be best suited for the conference
- Draft schedule per meeting room as per IT requirements
- Develop back-up plans for tech failures during the conference
- Session pack - create guidelines of what needs to be in each pack & room.
- Save the date emails and tracking of numbers
- Emails to participants and monitoring of responses

- Set-up of the online registration system
- Development of full list of requirements for the company providing conference management system
- Finalisation of the PowerPoint presentation files
- Examination of the bank transfer payment system to streamline for 2027
- In-person registration, badging process, and welcome kits
- Technical checks and dry runs on presentations prior to the conference
- At the conference, IT management, support and troubleshooting, if needed
- Other relevant activities as determined by the AIDS Impact Committee.

Post-conference activities (June-Sept 2027)

- Thank you letter by email to all speakers
- Email to all on mailing list to thank attending and to alert to 2027
- Thanking sponsors
- Thanking the venue
- Send out AIDS Impact special issue notice to all attendees, required by the Conference IT lead not the journal due to GDPR
- Check and closing out any GDPR breaches or potential leaks. (protect user data.)
- Develop swifter methods for synchronisation of presentation upload system
- Remove all live content (e.g. abstract submission) for all conferences from the website
- Close down links and data on the website to close off options from 2025
- Review and compliance of all online storage with UK GDPR regulations
- Roundup email and AIDSCare reminder to all delegates
- Attendance certificates for those who request (or for all)
- Final “Thank you” emails to all subscribers with feedback
- Close down links and data on the website to close off options from 2027
- Move 2027 content to the AIDS Impact web archive
- Analysis of participants to see how many may have supported, geographic distribution.
- Check and close out any GDPR breaches or potential leaks (ensure all user data is protected)

Process for application:

Please send your CV and a concise cover letter, outlining your experience and capacity to undertake the essential activities below, to the Chair of the Appointments panel: Dr Kathryn Steventon Roberts kathryn.steventonroberts@spi.ox.ac.uk.

Application deadline: December 10 2025

All shortlisted candidates will be informed by December 12, 2025, and will need to be available for a remote interview on December 15 2025, with the role beginning on January 1 2026. The panel may request professional references.