

AIDS Impact IT Consultant

Scope of work: variable hours from March 2025 – June 2027

Job role: IT Lead, AIDS Impact Conference

Place of work: Remote + Attendance of AIDS Impact Conference (25-28 May 2025, Casablanca, Morocco)

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

Rate of pay: £53.12 per hour, paid as claimed.

Hours: Up to 2 days (16 hours) per week leading up to the AIDS Impact Conference, 5 days per week in the week prior to and week of the AIDS Impact Conference. Subsequent to this, the schedule of work for AIDS Impact 2027 will be decided by the AIDS Impact Committee and communicated to the consultant. All consultancy activities are subject to agreement by AIDS Impact Committee members.

Essential activities:

- Lead the planning and enaction of a technological plan for the AIDS Impact Conference
- 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
- 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.
- Attend AIDS Impact Committee meetings to incorporate decisions into technological planning for the Conference
- 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.
- Other relevant activities as determined by the AIDS Impact Committee.

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: March 1 2025

All shortlisted candidates will be informed by March 3 2025, and will need to be available for a remote interview on March 4 2025 at 14.00pm, with the role beginning immediately afterwards. The panel may request professional references.