

Event team recruitment pack 2026

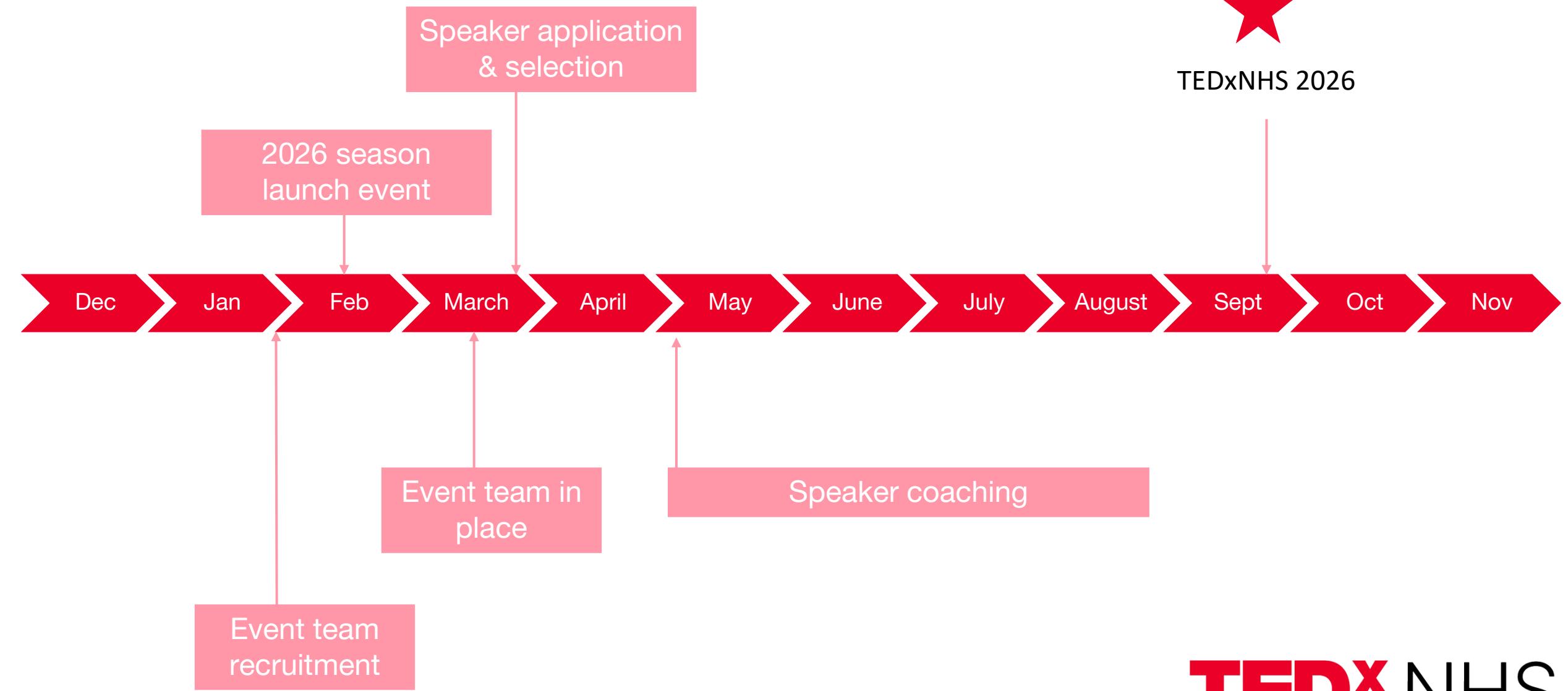


TEDxNHS

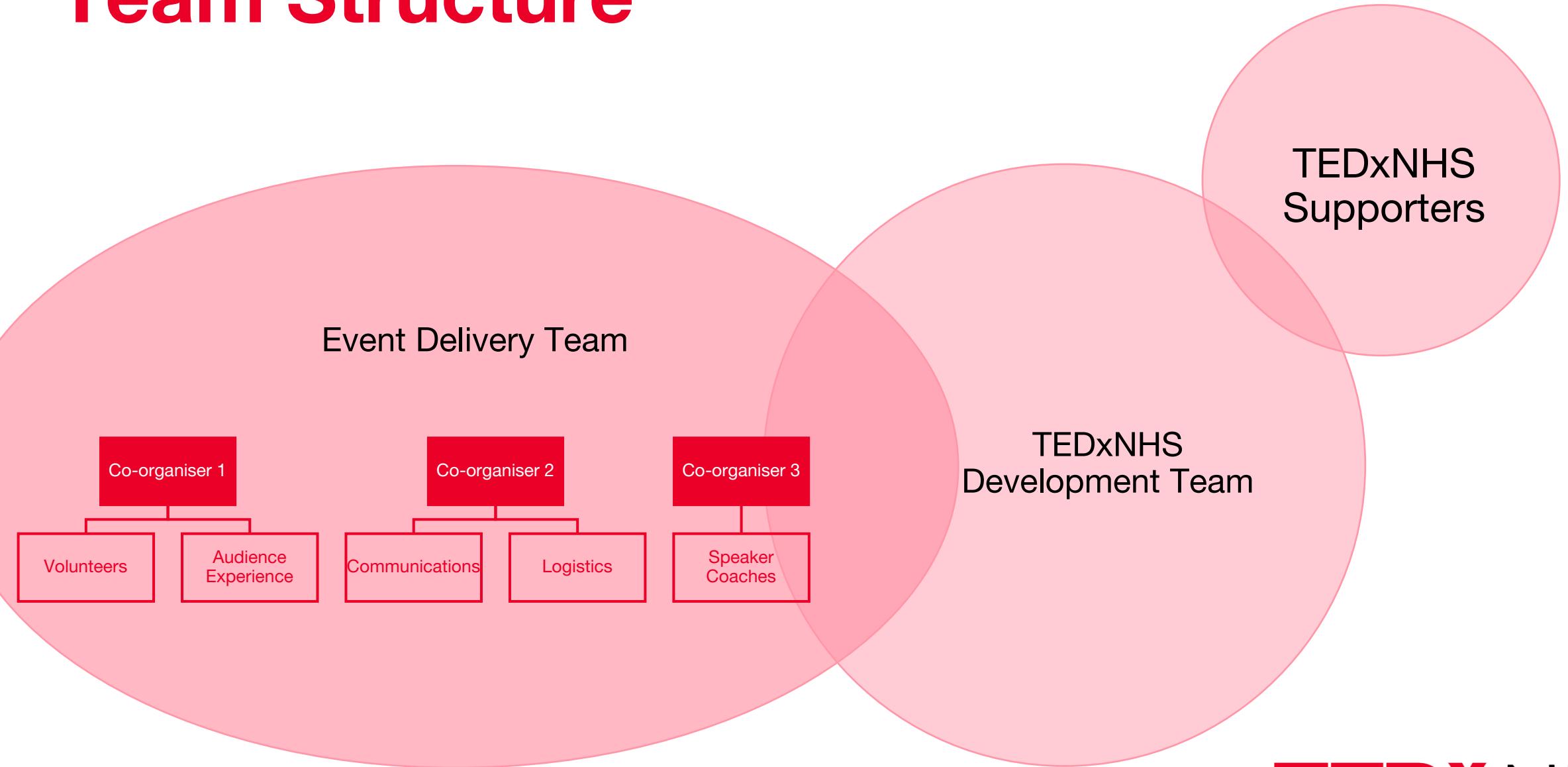
The plan for 2026



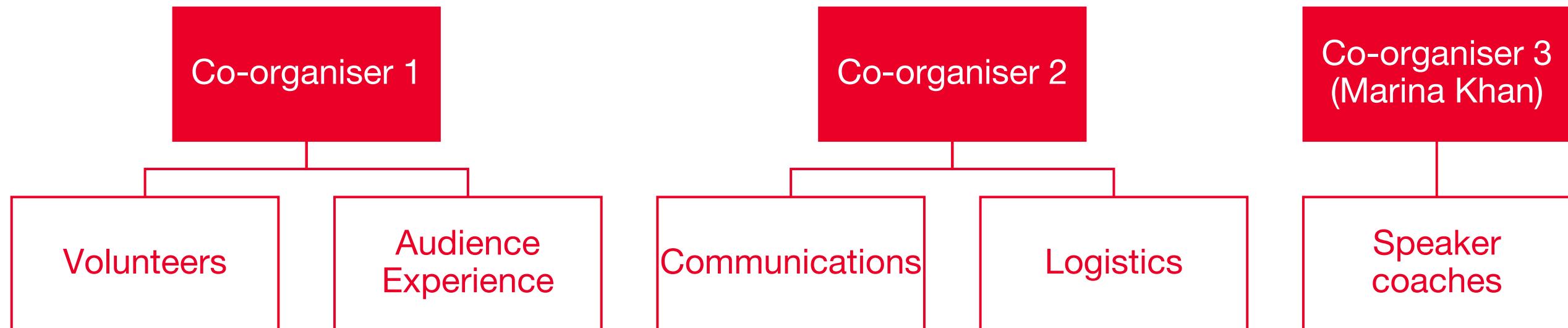
TEDxNHS 2026



Team Structure



Event Delivery Team



- Co-organisers will lead the season with support from the development team as needed
- Co-organisers will reach out to the development team for support and knowledge
- The development team will intervene as needed where it is deemed event leads require support to succeed
- Curation lead must have experience of TEDxNHS speaker coaching
- Speaker coaches should include experienced and new TEDxNHS speaker coaches

TEDxNHS turns 10!

In 2026 TEDxNHS turns 10! This year's event is a huge milestone for our volunteer led movement and we look forward to another spectacular event filled with ideas, connections and more.

With all the excitement, here are a few pointers to keep us grounded in who we are, what we do and how we do it:

- The TEDxNHS 2026 event will host a maximum of 350 attendees. We've explored sizes over the years and we think this is our sweet spot.
- TEDxNHS 2026 will showcase no more than 10 TEDx talks. 10 talks is 10 unique ideas and we have found this is the idea number to give our audience maximum value from the event without overloading their hearts and minds on the day.



TEDx NHS

TEDxNHS turns 10!

- All TEDxNHS content will root back to the 3 founding pillars of TEDxNHS:



To create a platform for untold stories



To spread innovation in the NHS



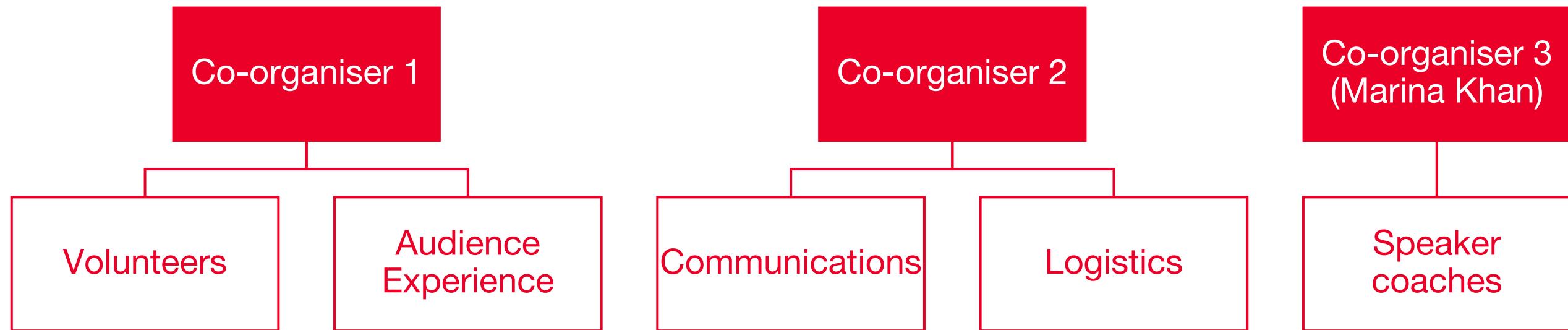
To develop future leaders

Don't overcomplicate the event or the season. Our product is TEDxNHS talks and the community we create around them. Other activities in the venue and smaller warm up events are great, but not if they detract from the main event or create burn out in our team of volunteers.

We are all doing this voluntarily and need to support each other to manage this additional commitment. Our event team will be made up of experienced TEDxers and first timers too. Each member will bring something special to the team.

- We will continue to reflect the diversity of our community through the people and ideas we showcase on the TEDxNHS stage
- We will protect our TEDx license. All team members should familiarise themselves with the TEDx organisers guidelines: [TEDx Rules](#)

Your Role in TEDxNHS



Role: Co-organiser

Key responsibilities

- Leadership of TEDxNHS Event Team. Setting the tone for our ambitions and how we will work together to deliver the season
- Ensuring alignment with TEDxNHS vision and values.
- Ensuring compliance with the TEDxNHS license
- Overall budget responsibility
- Attending and presenting at Milestone Meetings with the Development team. Nurturing this relationship to maximise the experience and learning from previous events.

Time commitment

- This is a high time commitment role and will require ~6 hours per week throughout the season increasing to ~10 hours per week nearer to the event date. It is recommended that your employer is informed and explicitly supportive of you taking on this role. This role is not recommended if you are already time poor.

Skill set

- Someone who is very organised, responsive and has flexibility of time to give to this role
- Brilliant leadership skills and be able to build relationships with our distributed team and speakers working in person and online.
- They will have a wealth of project management skills
- Co-orgs represent our brand and must have genuine interest in and knowledge of TED/TEDx and TEDxNHS talks and events.

Development opportunities

- Brilliant opportunity to lead a team, *and* work within a team, oversee a budget, engage key stakeholders
- Stretch your project management skills including risk management and operational agility as you plan and deliver the event.
- Engagement with leaders across our health and care system who are bringing about high impact change to improve the health of the nation
- This is a unique opportunity to flex your leadership skills in a high challenge, high support environment.

Role: Logistics Lead

Key responsibilities

- Confirmation of TEDxNHS event venue
- Confirmation of production company responsible for filming and editing the talks, and facilitating the livestream. Agreement of terms of work and maintaining working relationships pre and post event.
- Confirmation of photographer including briefing to capture 'moments'
- Developing the technical run sheet on the day in collaboration with curation leads
- Event ticketing and live stream growth

Time commitment

- This is a medium time commitment role and will vary throughout the season. Once the venue and production company have been confirmed the time requirement will reduce until the 8-10 weeks leading up to the event when the logistics leads can expect to spend at least 4 hours per week fulfilling this role.
- The Logistics Lead will remain accountable for some post event activities (usually 4 weeks, lower time commitment).

Skill set

- Someone who is very organised. Experience managing events or projects will be helpful
- Excellent project management skills.
- Able to build and maintain relationships with other volunteers and with third party providers (venue and production company).
- The glue that holds the event together, the logistics lead must be able to work closely with other workstream leads, to understand their plans and the logistics required to support delivery.

Development opportunities

- The Logistics Leads are ultimately responsible for the smooth running of a large-scale national event
- Brilliant opportunity to manage a complex project with lots of moving parts. The event needs to be delivered within budget and on time.
- Leadership role in a well established TEDxNHS license.

Role: Communications Leads

Key responsibilities

- Delivery of TEDxNHS event communications and engagement campaigns including during the speaker search, ticketing, pre-event build-up, on the day communications, and post-event communications
- Development and cascade of all collateral through existing networks and TEDxNHS social media
- Development of online resources such as digital programme, website and social media updates
- Engagement with partners to increase reach and nurture opportunities for collaboration

Time commitment

- This is a medium time commitment role and the weekly commitment will increase at key points in the season.
- The communications Leads will remain accountable for some post event activities (usually 4 weeks, lower time commitment).

Skill set

- Extensive experience in delivering marketing and communications campaigns to drive engagement
- Excellent skills and understanding of distribution through social media
- Understanding of the TEDx license guidelines and opportunities related to marketing and engagement

Development opportunities

- This is an opportunity for a junior/mid career communications professional to take a leadership role in our team. They will be expected to set the direction for the materials used and mechanisms by which we engage with our community across the UK and internationally.
- The TEDxNHS team has built a loyal and extensive community of supporters and the communications leads are responsible for nurturing and maintaining this.

Role: Audience Experience Lead

Key responsibilities

- Planning and delivering the elements of the TEDxNHS event which our ticket holders will see and feel on the day such as merchandise and snacks.
- Planning any 'activations' outside the auditorium
- Other elements which build the 'feel of the day' e.g. 'speaker's corner' and 'I came here on my own' space.

Time commitment

- This is a medium time commitment role. It will require thoughtful planning and will have a high time commitment (~4 hours per week) in the 6 weeks leading up to the event and on the day.

Skill set

- The audience experience lead will have skills in event management. They will have imagination to develop new experiences for our audience to enhance their engagement with TEDxNHS.
- The audience experience lead will engage with other TEDx organising committees to learn and develop ideas.

Development opportunities

- Brilliant opportunity to explore new ideas to enhance TEDxNHS through merchandise, meet and greets, diversity and inclusion
- Development of enhanced experience for our community in line with our vision, values and ambition.

Role: Volunteers Lead

Key responsibilities

- Planning and organising the 'crew', our on the day volunteers who will help create the best TEDxNHS experience for our audience
- Delegation of tasks so that every volunteer understands the requirement of them and has a fulfilling experience on the day

Time commitment

- This is a low-medium time commitment role. The volunteers lead will be busiest in the immediate build up to the event and on the day.
- In the 4 weeks prior to the event this lead can expect to spend ~2-4 hours per week delivering this role.

Skill set

- The volunteers lead will need to have brilliant delegation skills, clear communication and team management skills.
- The volunteers lead should have a good understanding and love of TEDxNHS, and be able to enthuse others too. Our on-the-day crew will likely become future workstream leads so we are looking for someone who will help us to grow our team.

Development opportunities

- This role will be an opportunity to mobilise a large number of people for a short period of time. The stakes are high as the success of our on-the-day volunteers will be the difference between a smooth, empowering event and 'just another NHS conference'.

Role: Speaker Coaches (~10)

Key responsibilities

- Coaching of one TEDxNHS speaker supporting them to develop their idea, craft their script, learn it and deliver it with TEDxNHS gravitas.
- Buddy to another coach offering peer support and sharing learning and experience.
- Form part of the TEDxNHS 2024 coaching team providing ad hoc support to other coaches and speakers as needed

Time commitment

- This is a high time commitment role. Coaches will be expected to meet with their speaker for at least 1 hour every week from c. May until event day in September. In order to build a relationship with speakers we encourage speakers and coaches to communicate informally via email/WhatsApp as useful.
- Coaches will also be required to attend occasional coaching team meetings, group rehearsals and RADA workshop(s) which may be in person.
- Nearer to event day coaches are likely to meet with their speakers more regularly.

Skill set

- Coaches will use coaching skills to support their speaker to develop their TEDxNHS talk. Coaches are not speech writers and do not write TEDxNHS talks.
- Coaches need to have great leadership skills and ability to adapt and flex to suit the learning style of their speaker who may come from a different background or professional group to themselves.
- Coaches should be familiar with TEDx and TEDxNHS talks. These are very different to other conference talks.

Development opportunities

- This role is an opportunity to develop coaching and communication skills.
- You will be part of a high functioning team which collaborates to offer meaningful feedback throughout the season in order to refine and perfect the TEDxNHS talks.
- This is an excellent role for someone who loves TEDx and TEDxNHS talks and wants to learn how the talks come together

Role: The Crew

Key responsibilities

- Supporting the TEDxNHS Event Team Leads to produce a high quality TEDxNHS event.
- Creating an atmosphere on the day which carries the TEDxNHS brand and vibe
- Welcoming our audience, speakers and partners and ensuring that their experience of TEDxNHS is a welcoming, inclusive, inspiring and safe.
- 'On the day' crew members will be specifically aligned to the Volunteers Lead who will delegate specific roles and responsibilities in advance

Time commitment

- This is a brilliant role for someone who is energy rich but time poor.
- As a member of the crew you will volunteer on the day only (plus some contact in advance to delegate jobs on the day), or you could volunteer some additional time before and after the event including supporting at rehearsals and some smaller logistics prior to the event.

Skill set

- The crew are energised, willing to do whatever is needed on the day from ferrying speakers from the green room to the stage, signposting attendees, set up before the event and clean up at the end.
- The crew are key for creating a safe space for our speakers and audience. Our attendees will include long standing TEDxNHSers as well as people who have never been to TEDxNHS before and may have come alone. We want the crew to help create a safe and inspiring space for everyone.

Development opportunities

- This role is an opportunity to immerse yourself fully in our event, meet the team and speakers. This is a fantastic networking opportunity for healthcare leaders and a start to becoming more involved in TEDxNHS.
- As a member of the crew you will be instrumental in the delivery of a high quality National event giving you exposure to production, communications, curation, and catering.

Thank you

Instagram: @tedxnhs_

LinkedIn: TEDxNHS

TEDxNHS

