
Events logistics

African Caribbean Medical Mentors

Position Description

Event days are the days where our community comes together, and we are reminded why we do the work we do. This role includes working with our events lead Laolu, in the planning and execution of events for our organisation. This role will involve providing ideas for the yearly event calendar, reaching out to speakers for our events, and planning the logistics of each of our events. After each event, we will have a debrief that will suggest improvements if necessary, but more importantly celebrate the work we have completed and the community we have created!

This role is voluntary and reviewed after 1 year.

Organisational overview

African Caribbean Medical Mentors (ACMM) are an organisation that aims to realise the potential of current and future African and Caribbean doctors and dentists.

With a particular focus on enabling prospective students to make successful applications to medicine and dentistry, we provide a number of educational programmes, valuable resources and opportunities to receive insight into the profession. Through our ambassador network of over 400 current medical and dental students, doctors and dentists, we provide the unique opportunity to give back to students who look like them. We create and facilitate practical and exciting opportunities to counteract the barriers that many people within our community face.

Since 2017, we have impacted thousands of students and healthcare professionals. Our extensive network all work together to create a positive impact on the current and future community, and do so with integrity and passion. ACMM is a rewarding work environment, we provide recognition and support at every stage. We would love to have you join our family.

To apply, please complete the google form on our website. www.acmedicalmentors.co.uk Deadline: 3rd July 2026

Job overview

The individual is responsible for organizing and planning as well as putting together the fine details for each event.

Responsibilities and duties

- To be able to use a shared events template to create an overview of event progress and an up to date record of event details
- To be able to communicate effectively with other members of the events team regarding any events that are to take place/are taking place
- To be able to create clear, relatable material for the upcoming events
- To be able to keep up to date with deadlines

Essential selection criteria

- The individual needs to be someone with a creative eye to make each event unique and appropriate to the theme.
- Someone who has good writing skills and a high regard for organization.
- Someone who is a team-player with good communication skills. - Someone who knows how to apportion their time and can recognise the importance of meeting deadlines.

Desirable selection criteria

Someone with prior experience in events or a similar position of responsibility.

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www.acmedicalmentors.co.uk Deadline: 3rd July 2026

Organisational relationships

The individual will be working with Laolu who has run our events for the past year. You will be working with our social media team in the creation and delivery of promotional materials.

Time commitment

1-2 hours per week, more may be required in the lead up to an event.

Support available

Support from our current team members who have facilitated multiple team events. You will also have support from our director Monique Wheatle.