

Senior Events Officer

Salary: £26,000
Contract: Permanent
Location: Farringdon, London with remote working
Hours: 30 or 37.5 hours per week; we support flexible working
Reports to: Events Manager
Line manages: Events Assistant

The purpose of this role is to help plan and deliver events that provide engaging forums for people to generate and share ideas whilst communicating our messages around key policy areas and strengthening our networks. The role includes contributing to fundraising and developing ideas for new events and conferences.

Key responsibilities include:

Events delivery

- Lead on the production of events such as report launches, private roundtables, public events; including preparation, delivery/logistics, and post event wrap-up.
- Help identify key stakeholders, influencers and decision makers to build relations with so we can maximise the impact of our research and activities.
- Contribute towards the design, coordination and production of major conferences.
- Innovate and create new ideas for events and activities, such as adapting events for online audiences.
- Liaise with speakers, sponsors, venue staff, stakeholders and contractors.
- Help grow the Centre's network of speakers and supporters to ensure we meet or exceed our diversity targets.
- Support colleagues to learn systems and processes including creating guest lists, finding and securing venues, composing invitations (in Mailchimp) and administering responses (in Salesforce).
- Recruit and train temporary events staff.
- Compose copy for the website, briefings and social media.

Development and Fundraising

- Work with the Development Team to make sure all funders receive the benefits we have agreed with them, and communicating regularly with them.
- Work with colleagues to develop events ideas and proposals to further Centre for London's priorities and objectives – and contribute to preparing fundraising proposals.
- Proactively research and identify suitable organisations, individuals, speakers and exhibitors interested in the Centre's work.

- Ensure that Salesforce, Centre for London's database, is kept up to date and accurately reflects the status of relationships with stakeholders, fundraising approaches and project delivery in line with latest data protection laws.
- Contribute to impact reports for funders and assist in the production of the annual report.

General Responsibilities and Duties

- Undertake the duties of the job description in accordance with the operational policies of Centre for London, including but not limited to the diversity policy and code of conduct.
- Maintain good working relations with trustees, staff, volunteers and others connected to the organisation.
- Present the organisation in an appropriate and professional manner to people who we work with and try to influence.
- Contribute to the development and growth of the organisation through working in accordance with its wider objectives, corporate philosophy and values.
- Assist at Centre for London events outside of normal working hours as necessary.
- Undertake any other reasonable duties as may be required.

Person Specification

Applicants must show commitment to Centre for London's mission: developing new solutions to London's critical challenges and advocate for a fair and prosperous global city.

Experience and knowledge

- Delivering events logistics including venue selection and booking, working to budgets, managing catering, AV and event staff.
- Experience of using online conference platforms, such as Zoom or Hopin.
- Experience of planning and delivering online events and of adapting in-person events for online while thinking creatively to get the most value from digital an advantage.
- Some experience working with stakeholders to collaboratively plan event content, including determining key questions and selecting speakers
- Excellent verbal and written communication skills in a variety of contexts, e.g. writing invitations to speakers, information about events for websites and newsletters, speaking with prospective and existing funders.
- Experience managing relationships and communicating with funders, VIPs or stakeholders.
- Experience in fundraising, particularly from corporates, an advantage.
- Awareness of London policy, networks and government, and how to effect change in policymaking and practice an advantage
- Experience running political, parliamentary or policy events an advantage

If your experience does not match this list but you feel strongly that you have transferable experience and an interest in the work we do, we still welcome your application if you can explain in your cover letter.

Competencies and attributes

- **Highly organised.** Creating clear plans and managing delivery challenges. Able to balance and prioritise multiple tasks, often to urgent and competing deadlines.
- **Excellent attention to detail.** Accurately record, recall and execute details such as sponsor requests, names and titles of key stakeholders, venue requirements and other details.
- **Excellent writing skills.** Able to write invitations, event copy, press releases, newsletters and/or other corporate communications an advantage.
- **Excellent verbal communication and customer service skills** and ability to assist with high level stakeholders (such as policy advisers, politicians, civil servants and academics as well as business and third sector organisations), anticipating their needs.
- **Ability to adapt and learn quickly.** Able to show initiative and adapt quickly to new challenges.
- **Strong IT proficiency,** including MS Office, and ability to learn programmes such as Salesforce, MailChimp and/or WordPress CMS.

- **Ability to follow guidelines and procedures** to comply with the Institute of Fundraising Code of Practice; maintain confidentiality and work with financial data and personal data within ICO and GDPR regulations framework.
- **Excellent team player**