**Nuffield Foundation: Events and Communications Officer**

**Summary**

Contract: Permanent.

Location: 28 Bedford Square, Central London.

Reports to: Communications Manager

Salary: circa £30,000 to £34,000 per annum

We are looking for an enthusiastic, creative, and organised person to plan, deliver and enhance the Foundation’s programme of events, and to support the Communications Manager in delivering our communications activity.

This is a new role, boosting our events and communications capacity at an exciting time for the Foundation, with a newly appointed CEO, and the planned launch of our revised strategy. You will be responsible for the end-to-end management of the Foundation’s events, which connect researchers with policy-makers and provide opportunities for stimulating debate on some of the important social policy issues in the UK. The Events and Communications Officer will work with high-profile academics and the Foundation’s internal policy specialists to produce engaging and professional events, from roundtables and workshops, to seminars and conferences. In addition, the Events and Communications Officer will lead on development and delivery of new ‘showcase’ events for the Foundation, such as an Annual Lecture and Annual Symposium.

Responsibilities will include researching and inviting speakers, writing marketing and promotional materials, and identifying target audiences, as well as full administrative support. The Events and Communications Officer will also be responsible for follow-up activity, such as wider dissemination of event content, evaluation, and reporting.

Work on events will account for approximately 60 per cent of the role. The remaining time will be spent supporting the Communications Manager in planning and delivery of communications activity. A key responsibility will be to write, edit and distribute updates and materials for external and internal audiences across various channels, such as monthly updates for staff and trustees, the Foundation’s e-newsletter, and website copy. You will also provide creative, editorial and operational support for communications projects, such as reports, marketing materials, and website development, and internal communications. Both aspects of the role will require some routine administration.

We are looking for someone who is interested in education and social policy who can quickly get to grips with our portfolio of research and identify opportunities for engaging our stakeholders through stimulating and productive events.

The ideal candidate will have excellent written and verbal communication skills, and the ability to turn research findings into concise and compelling copy. S/he will have events management experience, strong project management skills and a methodical and organised approach.

To apply, please send your CV together with a covering letter addressing the criteria in the Person Specification to recruitment@nuffieldfoundation.org to reach us by

Tuesday 2 May 2017.

Interviews for this role are expected to be held on either 18 or 22 May 2017 at the Nuffield Foundation.

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| **JOB DESCRIPTION** |
| Job title | **Events and Communications Officer** | Department | **Communications** |
| Job holder |  | Reports to | **Communications Manager** |
| Job type | **Permanent, full time (35 hours per week)** | Date created/amended | **April 2017** |
| Job aim | * Work with colleagues and grant-holders to develop a stimulating events programme, and plan and deliver the range of events, both held internally and externally, to agreed objectives, budgets and timelines.
* Support the Communications Manager in planning and delivering communications to internal and external audiences, and provide creative, editorial and operational support for communications projects, such as reports, marketing materials, and website development.
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| Resources |  |
| **1. Events planning and delivery** |
| *Key activities*  | * Work with colleagues and the Foundation’s grant-holders (who include some of the UK’s most high-profile academics) to plan and deliver a programme of events as a key part of the Foundation’s communications strategy. These will range from small roundtable events to larger seminars and conferences, many held at the Foundation’s offices in Bedford Square, but some at external venues. Input will include defining objectives and key messages, identifying potential partners and speakers, and researching and compiling invitation lists.
* Develop ideas for new types and formats of events (for example an Annual Lecture and Annual Symposium for younger researchers), and new ways to promote events and their outputs.
* Manage the operational production of events, including booking external venues (where appropriate) and preparing event materials (invitations, programmes, delegate packs, speaker notes, marketing copy, and briefing information).
* Represent the Foundation as the key liaison point for on-the-day management of events, including technical set-up, greeting speakers, and solving problems as they arise.
* Lead on follow-up to events, including thanking speakers, collecting and monitoring feedback, and leading on the dissemination of event content to a wider audience.
* Work closely with the Foundation’s central services team on room booking, catering, equipment and external contractors.
* Maintain and update the Foundation’s event management systems, such as the events calendar, protocol and toolkit, so that events are planned and executed consistently and colleagues and grant-holders are aware of their roles and responsibilities.
* Provide advice and support to colleagues on organising events.
* Provide information and analysis on the events programme to the senior management team as and when required.
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| **2.Communications**  |
|  | * Write, edit and distribute updates and materials for external and internal audiences across various channels, such as monthly updates for staff and trustees, the Foundation’s e-newsletter, and website copy.
* Provide creative, editorial and operational support for communications projects, such as reports, marketing materials, and website development, and report on progress.
* Use the Foundation’s database to help manage stakeholder engagement, for example by inputting event and communications data and creating targeted lists for different communications activities.
* Help plan and manage multi-media communications materials and contribute to the development of a digital communications strategy.
* Respond to enquiries from stakeholders.
* Ensure the Foundation is appropriately acknowledged in outputs produced by grant-holders.
* Monitor and enforce use of the Foundation’s visual identity and brand, including updating guidelines for staff and grant-holders where necessary.
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| **3. Other responsibilities** |
|  | * The above list of key responsibilities (and associated activities) is not exhaustive. It may be necessary to carry out other work within the scope of the role, as reasonably requested.
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**THE PERSON/SKILLS**

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| **Person specification: Events and Communications Officer, Nuffield Foundation** | Essential (E) or Desirable (D) |
| **Experience** |
| * Experience of managing events from conception to evaluation, including administration and budgets.
 | E |
| * Experience of event design and marketing, such as developing formats, researching audiences and writing promotional copy.
 | E |
| * Experience of writing, editing, and publishing content for different audiences across different communications channels (website, social media, print etc).
 | E |
| * Project management experience.
 | E |
| * Experience of using website content management systems, CRM systems and databases.
 | D |
| * Experience of working in a research/education/media/social science environment.
 | D |
| * Experience of technical set-up for events, such as use of audio visual equipment and filming.
 | D |
| **Knowledge and skills** |
| * Educated to degree level or above.
 | E |
| * Excellent written and verbal communication skills.
 | E (written test at interview) |
| * Excellent relationship building skills, with the ability to negotiate, influence and co-ordinate multiple contributors.
 | E |
| * Proficient in all standard Microsoft programmes and experience of using databases/customer relationship management systems to record, export and analyse data.
 | E |
| * An interest in UK current affairs and social policy, particularly relating to education and children and families.
 | E |
| **Personal qualities** |
| * Excellent organisational skills, able to work under pressure and within tight timelines.
 | E |
| * Excellent attention to detail.
 | E |
| * Ability to liaise confidently with contacts at all levels, in particular, experienced academics and senior stakeholders, and to engage intellectually with the Foundation’s Programme Heads.
 | E |
| * A self-starter who is able to work independently and make decisions.
 | E |
| * An understanding and passion for the work of the Nuffield Foundation either in research, social sciences, sciences or education.
 | E |
| * A team player who can work flexibly with colleagues at all levels.
 | E |