

JOB DESCRIPTION			
Job title	Events and Communications Manager	Department	Strategy and Engagement
Job holder	Vacant	Reports to	Head of Communications
Job type	Full time, permanent	Date updated	August 2026
Job aim	To plan, manage and develop the Nuffield Foundation’s events and external communications in order to raise awareness of the Foundation’s funding programmes amongst our audiences, and increase the impact and influence of the research that we fund. Be a key member of the communications, policy and public affairs (CPPA) team.		
Key responsibilities: Including but not limited to			
1. Events planning and implementation (70%)			
	Lead on Nuffield Foundation’s strategic annual events programme to reach existing and new policy, research, practitioner and media audiences ▪ Lead on developing the Foundation’s events programme aligning our convening with our with organisational strategy and working in collaboration with colleagues from all Foundation teams as well as a range of external stakeholders. ▪ Be responsible for the planning, logistics and co-ordination of a series of events including setting objectives, agreeing audiences and event formats, guestlist development, speaker sourcing, invitations, briefings and stewardship, ticketing, contractors, front of house staff team, budgeting, event marketing, evaluation and follow up. ▪ Advise on successful hybrid, online and in person event formats, audience development and engagement approaches to maximise impact, and reach new audiences. ▪ Champion accessibility and inclusive practice throughout event planning and delivery, ensuring events align with the Foundation's EDI commitments. ▪ Work with the front of house team, the AV specialist and the CPPA co-ordinator to manage and co-ordinate the delivery of in-person events. ▪ Work with the digital manager to communicate events on the website and facilitate pre or post-event content. ▪ Manage data, reporting and insight gathering systems to improve our events, including maintaining records of activity in our Salesforce CRM.		
2. Communications planning and implementation (30%)			
	Develop and implement communications plans to support the Foundation’s strategic objectives and priority areas of influence. • Lead on a number of topic areas of influence collaborating with policy and public affairs and grant teams. • Compile key messages, objectives, audiences and channel-based tactics for research funding programmes and topic areas of influence. [Current		

	priorities include economic inequality, health and social care and later life outcomes but specific topics will vary over time]. • Write content for different communication channels e.g. stakeholder emails, website content, press releases, thought leadership. • Monitor and evaluate the success of communications activity. • Work with our media and digital leads to identify, plan and maximise proactive media opportunities and social media content. • Advise and support on grant-holder event planning and production, including the development of joint events. • Advise and support on communications plans for grant-holder research outputs, including reviewing media releases and drafting quotes for Nuffield spokespeople. • Ensure appropriate acknowledgement of the Foundation's funding in publications and other content produced by grant-holders. • Ensure messages from funded projects and outputs are amplified and shared via the Foundation's communication channels. • Manage digital and print production with designers. • Contribute to the maintenance and development of an integrated content plan.
3. Other responsibilities	
	▪ Act as brand champion, ensuring consistent application of the Foundation's branding and house style and providing guidance and support to colleagues. ▪ Working with others in the team, ensure the Foundation's communications and events activity is developed and implemented in line with its EDI policy. ▪ Be a proactive and hands-on member of a small communications team, contributing to other communications projects where needed, and collaborating with colleagues at different levels across the Foundation and its hosted Centres. ▪ 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.

Person specification	Essential (E) or Desirable (D)
Experience	
Strong track record of success in end-to-end event management for both online and in person events, from conception to evaluation.	E
Strong track record of success in creating and implementing integrated communications plans	E
Experience of writing, editing, and publishing content for different audiences across different communications channels.	E
Experience of translating complex or technical information into accessible, compelling material	E
Experience of working with the media and social media platforms.	E
Experience of using website content management systems (CMS), Eventbrite, and Customer Relationship Management (CRM) systems.	E
Experience of working in a research/social science environment.	D
Knowledge and Skills	
Excellent written and verbal communication skills.	E
Excellent relationship building skills, with the ability to negotiate, influence and co-ordinate multiple contributors.	E
Strong project management skills	E
An interest in, and enthusiasm for, UK current affairs and social policy.	E
Knowledgeable and enthusiastic about developing use of CRM systems to maximise audience engagement, and to evaluate and report on communications campaigns.	E
Ability to undertake technical set-up for events, using Microsoft Teams/Zoom or equivalent platforms and in-house audio-visual systems to manage online and hybrid events.	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 stakeholders at all levels, including internal subject specialists and experienced academics and senior stakeholders.	E

Creative and inquisitive, able to come up with new ideas and open to learning new approaches	E
A self-starter who is able to work independently and make decisions.	E
A team player who can work flexibly with colleagues at all levels.	E
An enthusiasm and ability to embed EDI principles into your work	E
Committed to the Nuffield Foundation's values: Independent, Rigorous, Inclusive, Collaborative and Curious.	E