



Job title: Events Officer

Location: 50% London UK office based

Responsible to: Events Manager

Salary: £28,000 - £30,000 depending on experience (Plus London Weighting of £2,500)

Contract: Full time, 37 hours a week

Closing Date: **Thursday 11th August at 9:00am.** Please note, if we receive enough applicants, we will close this role early. Please apply as soon as possible to avoid disappointment.

Interview Date: Week commencing 15th August

Please apply as soon as possible submitting your CV and a one page covering letter which outlines your specific interest and ability to successfully fill this role, as well as your salary expectations and current notice period.

Please note, if you do not provide a covering letter your application will not be considered.

Why us?

Speakers for Schools are a dynamic, swift-moving and fast-growing charity. We are on a mission to support a million young people across the UK annually by 2023. Having taken the first steps on the road to achieving this, our team has doubled in size in the past year. This has supported 278% growth in our Experience programme and 10% growth in our Inspiration programme during the past 12 months.

We want to level the playing field, making sure that all young people can access inspirational opportunities and experiences to fuel their ambition.

We are united and unique in our mission to transform lives through raising aspirations of millions of young people every year. Each year, 1,500 senior leaders, celebrities and industry experts deliver a difference to by sharing their story with students in schools and colleges in every corner of the UK. We connect employers such as Disney, The Bank of England, Spotify PwC and almost two hundred others to communities to provide access to the top opportunities for all across the UK. With us, you will be part of inspiring a generation to reach higher, broaden horizons and get equal access to the top.

To keep growing our charity and our impact, we need top talent and we are committed to treasuring, developing and supporting them to thrive within their roles.

Speakers for Schools Values

PASSION:	We are committed to levelling the playing field for young people across the UK, creating social mobility and tackling disadvantages.
AGILITY:	We challenge our ideas of what is possible in order to better meet the needs of those we support. We are human, make mistakes, learn, evolve and adapt.
INTEGRITY:	We act with empathy and bring our authentic selves to work every day. We value and respect the talent, time and intentions of those we work with.
COLLABORATION:	We are one team with one mission and only by working together can we deliver better outcomes for young people. We support each other unconditionally and feel motivation in shared success as well as individual progress.
DIVERSITY:	We know it takes people with different ideas, strengths, identities, interests, and cultural backgrounds to make our organisation succeed. We encourage constructive debate and critical friendship.

Role Summary

The Events Officer position is a key part of our Marketing, Comms and Events team, working closely with a multitude of teams across the organisation. You will play a crucial role in coordinating and supporting the Events Manager with the delivery of events on behalf of the charity for stakeholders and the wider education sector.

Key Duties / Responsibilities

- Support the Events Manager with the effective delivery of the organisation's Events Strategy
- Manage the delivery of specific events in addition to the Events Team Delivery Calendar, such as Fundraising Events, Political Party Conferences and cross-team Events
- Act as a point of contact and liaising with speakers, venues and delegates.
- Providing administrative support to the Events Team, creating session flows, session structures, speaker briefings and event presentations, plus any other admin required
- Management of event guestlists and maintaining accurate data for delegates, such as special requests and dietary information
- Research, book and manage the logistics of Brand Awareness & Marketing Events, such as Youth Conferences, Roadshows etc
- Liaise with partner organisations to ensure Speakers for Schools events are promoted within the correct networks
- Manage the collateral logistics, ordering and distribution for all events required
- Working with the policy team to manage the stakeholder councils

- Create and implement processes and strategies to streamline event delivery and administration
- Effectively use databases such as Salesforce to assist with event logistics
- Create and manage the post-event feedback reports
- Other ad-hoc duties as required, within the scope of your role

Key skills and experience:

Essential: -

- Experience in a similar delivery-focussed role within a small, fast-paced organisation
- Experience of event administration
- Experience of supporting the organisation and delivery of events both in person and online
- Knowledge of CRM Systems (Eventbrite, Salesforce) and Microsoft Office Packages
- Time Management & Highly organised
- Experience of variety of events and audience sizes
- Flexibility and a willingness to get stuck in and help with any tasks the team require support for
- Sociable, confident and happy building and maintaining relationships with multiple stakeholders and suppliers
- Excellent customer service skills that mean queries are answered professionally and clearly
- Excellent organisation skills and ability to learn quickly to ensure smooth delivery processes
- Experience of working with high-profile offices for unique event experiences

Benefits offered at Speakers for Schools:

- 25 days annual leave plus bank holidays
- Morning of your birthday off
- Pension scheme
- 3 voluntary days per year
- Wellbeing programme
- Enhanced maternity/paternity/adoption package
- Subsidised office furniture
- CharlieHR perks
- Perkbox
- £500 a year training allowance

Diversity at our core

At Speakers for Schools, we are committed to encouraging equality and diversity among our workforce, and eliminating discrimination. Our aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

We welcome applications from all, including those where employment has been affected by Covid19 and those seeking to change careers. Diversity is at our core, join us.

Disability Confident Employer

Speakers for Schools are glad to be Disability Confident Employers. This means that if you have a disability and you meet the minimum criteria for the role you will be invited to interview.

Please note that in certain recruitment situations, such as a high number of applications and seasonal and high-peak times, Speakers for Schools may limit the overall number of interviews offered to both disabled people and non-disabled people.

We usually ask for a CV and covering letter to be submitted as part of the application process. However, we understand that this is not always accessible to everyone, so we welcome video and phone call applications as alternative ways to apply. For additional information or support, please contact us.

How to apply:

Please apply as soon as possible submitting your CV and a one-page covering letter which outlines your specific interest and ability to successfully fill this role, as well as your salary expectations and current notice period. **Please note, that if you do not provide a covering letter your application will not be considered.**

Appointees are subject to a successful DBS check, as contact with young people is likely.

You must have the right to work in the UK to apply.

The Journey to joining Speakers for Schools:

The closing date for this role is **Thursday 11th August 2022 at 9:00am**. **Please note, that this role may be closed early if we receive enough applicants so please apply as soon as possible to avoid disappointment.**

Successful candidates will be invited to interviews on the week commencing 15th August 2022. Please try to be available this week as alternative dates may not be possible.

Our new team member will start ASAP.

If you have not heard from us two weeks after the interview date, please presume your application has been unsuccessful.