

Events Officer

COM2403



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A note from the Institute's Director and CEO

I am delighted that you are interested in applying to join us here at the Institute for Government.

As part of our fantastic team you would have the opportunity to make a real impact in the world of government and politics, working in a fun, stimulating and challenging environment at the heart of Westminster. We are always busy and our work can often be fast-paced, but wellbeing is very important at the IfG and we're proud of our friendly, supportive workplace culture. I am keen to give everyone the opportunity to contribute ideas to our work, and to grow and develop in their role.

The IfG is committed to developing and maintaining a diverse workforce and an inclusive working environment – we recognise the benefit that having a team with a broad range of backgrounds and experience brings to our work. We welcome applications from anyone with the passion and skills to make a contribution to our work of improving government, particularly those who belong to groups currently underrepresented in the think tank sector.

If this whets your appetite, I hope you'll consider applying to join our team.

Dr Hannah White OBE, Director and CEO of the Institute for Government

 **@DrHannahWhite**

About the Institute for Government

Who we are

The Institute for Government is the UK's leading independent think tank promoting more effective government.

Through in-depth analysis, expert commentary and influential public events we explore how government works – and how it can work better.

Our team conducts rigorous evidence-based research and data analysis, brings together key decision makers to share insight and expertise, and sets out fresh ideas and constructive recommendations to help senior politicians and public servants improve the way government works.





What we do

We work to make UK government more effective through rigorous research, open discussion and fresh thinking.

We do this by:

- Undertaking high quality research, providing analysis of the key challenges facing government, and making compelling recommendations for change.
- Offering a space for discussion and fresh thinking to help senior politicians and public servants think differently about how government can be better.
- Promoting informed public debate about effective government, including by providing platforms for leading international experts to exchange ideas.



Our work programme

Our work programme is structured around the following themes:



Civil service: We look at how the civil service works and ways to make it more effective, including civil service reform, accountability and better policy making.



Policy making: We analyse every stage of the policy making process and how to make better policy, from how policies are conceived and developed to how they are delivered and evaluated, and explore chronic problems and policy successes.



Public services: We examine the performance of public services, including the NHS, schools and the criminal justice system. We're currently looking at productivity, prevention and capital spending.



Public finances: We analyse tax, spending and wider economic policy, and how it can most effectively be designed and implemented. Recent projects have covered levelling up, tax policy and regulation.



Devolution: We examine the effectiveness of devolution across the UK and the relationships between national and devolved government. We're currently looking at the role of metro mayors and how the next stage of devolution deals should progress.



Ministers: We explore the role that ministers play in the UK government and how they can be most effective. This includes adding to our unparalleled **Ministers Reflect** archive.



Public bodies and regulation: We look at public bodies, their role in government and how they can be made more effective, as well as how government uses regulation.



IfG Academy: The IfG Academy brings together our expertise to provide practical training and support to ministers, civil servants, MPs, academics and others. We help those working in government to improve it, and those outside government to understand and engage with it.

For more information on our work programmes, visit our website:
www.instituteforgovernment.org.uk/our-work/topics

About this role

We are inviting applications for an Events Officer, to start as soon as notice periods allow.

The events programme of the Institute is essential to our public profile. Rooted in the work programmes that the research team are working on, events are opportunities for us to discuss the themes of our work with other experts and senior decisionmakers, and to communicate our messages to the media and wider public.

All our events, whether in-person, hybrid or entirely online, are produced to a very high standard and often include high-profile speakers and audiences.



What our Events Officers do

As part of the events team, within the wider communications team and reporting to the Head of Events, you will:

- Support the **design and co-ordination of the Institute's programme** of public and private events, including panel discussions, conferences, receptions, workshops and roundtables.
- **Manage all logistics for timely, professional event organisation and delivery**, including:
 - Acting as project manager for individual events, creating relevant checklists and timelines.
 - Liaising with IfG colleagues to agree dates and timings for events, helping to manage a busy and flexible diary.
 - Approaching external speakers for events as suggested by colleagues in the research team, and liaising with speakers and their offices as necessary.
 - Making all necessary catering, AV and room set-up arrangements.
 - Preparing briefing notes for speakers.
 - Greeting guests and speakers, assisting with attendee registration and attending events to assist with delivery on the day (including working outside core hours).
 - Working closely with partners and the Institute's partnerships team to deliver sponsored events.
- **Manage all event marketing**, including:
 - Creating and updating webpages for events.
 - Creating event campaigns and sending out all event correspondence using the Institute's marketing software.
 - Creating guest lists and managing RSVPs using the Institute's CRM database.
- **Help prepare for and deliver Institute events outside of London**, including our party conference programme.
- Share **management of the busy events email inbox** and deal with internal and external event enquiries.

Who we are looking for

We are looking for enthusiastic, highly-organised candidates who have:

- **Experience of organising public events**, workshops, roundtables or conferences.
- Ability to **communicate clearly and effectively**, both orally and in writing.
- Excellent **interpersonal skills**, with the ability to work effectively with colleagues and partners both inside and outside the Institute, and confidence to liaise with senior people.
- **Ability to multi-task, prioritise** and juggle multiple projects at different stages of development.
- Ability to produce **high-quality, accurate work to tight deadlines**, sometimes in a rapidly evolving working environment.
- A **forward-thinking and proactive attitude to work**, taking opportunities as they arise and with the ability to spot potential problems before they occur, and resilient under pressure.
- A **collaborative working ethos** and willingness to work flexibly across the organisation.
- An **interest in the Institute's work**, government and public policy.

The following attributes are useful, but not essential:

- Knowledge of and/or experience of working in or around politics or government.
- Database skills, particularly knowledge or experience of working with a CRM database.

This role could suit people with a wide range of different experiences. If you are interested in applying but are not sure you have all the skills or experience we are looking for, please do so and give us the opportunity to consider you as a candidate.

The IfG is committed to supporting greater diversity and inclusion within our workforce, and to fostering an environment in which everyone feels welcome, supported and valued. We welcome applications from anyone who is interested in government and how to make it more effective, and particularly encourage applications from candidates who belong to groups currently underrepresented in the think-tank sector. This includes but is not limited to Black, Asian and ethnically diverse candidates, disabled candidates, and candidates from low-income backgrounds.

Information for applicants

Employer

Institute for Government

Location

2 Carlton Gardens, SW1Y 5AA

Who can apply

Anyone who can demonstrate they have the relevant skills and experience.

The Institute will not provide visa sponsorship for new staff. Applicants should either:

- have an entitlement to work on a full-time basis in the UK without a visa, or
- hold a relevant visa allowing them to work on a full-time basis in the UK without employer sponsorship.

Closing date

Applications close on **Thursday 23 May at 11:00**.

Start date

As soon as notice periods allow.

Terms

Successful candidates will join on a permanent contract subject to a three-month probationary period.

Salary

The salary range for this role will be £30,000–£35,000 per annum (full-time equivalent), depending on skills and experience.

Working hours

The usual working hours of the IfG are a five-day week of 37.5 hours (09:00–17:30 with a one-hour lunch break) but you will, as the occasion requires, work outside the standard hours.

Remote working

Full-time staff are expected to work from the IfG's offices in London for at least three days a week, including Mondays, with the option to work remotely for up to two days a week. Expectations may be different for part-time staff or staff with flexible working arrangements. Unless specifically agreed otherwise, Events Officers are expected to be on-site for all in-person or hybrid events that they are responsible for, including for events held outside London.

Benefits

Contractual

- 30 days of annual leave in addition to eight days of bank and public holidays for full-time staff.
- The IfG has a pension scheme which you will be auto-enrolled into in your third month of employment. The contribution is a minimum of 5% from the employee and a fixed 10% contribution from the employer.
- Death in service life assurance of 4 x salary is given to all staff.
- 20 days sick pay in first year and thereafter 30 days per rolling 12-month period.

Non-contractual

- Staff may take two weeks each year when the requirement to work from the office in London does not apply.
- Lunch is subsidised when working in the office.
- Employee Assistance Programme is available via Health Assured.
- Six months of maternity leave at full pay.
- Shared parental leave (some paid, subject to circumstances).

Equal opportunities

All job applicants and employees will receive equal treatment regardless of sex, colour, race, nationality, ethnic or national origin, sexual orientation, marital status, civil partnership, gender reassignment, age, disability, or religious beliefs.

Our assessment process is anonymised up to and including the point of shortlisting in order to eliminate as much bias as possible.

The IfG collects equal opportunities monitoring information with applications. This information is anonymised and is not given to those involved in the recruitment process. It is used only for monitoring purposes and to help us better understand how we, as an employer, can ensure equality of opportunity for all.

Privacy policy

When you apply for a job with the IfG, we collect and process information (personal data) about you according to data protection law. You can find full details of our privacy policy on our website: www.instituteforgovernment.org.uk/privacy-policy.

How to apply

The IfG uses an anonymised online application process for the first stage of recruitment. To apply, please follow this link: <https://app.beapplied.com/apply/hl0yoacvls>

The online stage of our application process is made up of two parts:

Written questions

Here we ask you to answer three questions relating to your interest in and suitability for this role. Each answer has a 250-word limit.

Each of your answers to these written questions will be reviewed separately and anonymously by multiple people. This means a person reviewing your answer to Question 2 will not have access to your answer to Question 1, and so on. Therefore, do not refer in one answer to what you have written elsewhere (e.g. "as explained above"). If it is relevant, explain again in full.

CV

Here we ask you to upload your CV. This should be no longer than two A4 pages, and provide an overview of your employment/other experience and educational background. CVs are not visible to the hiring team until the shortlisting stage.

Other information

Please **do not use** AI software to help answer the application questions. While we appreciate AI software can be a useful work tool, our application platform requires all candidates to certify that the answers they provide are their own original work and not plagiarised nor automatically generated. Answers that have been generated in this way are often easier to identify than many candidates seem to realise, and our platform provides an AI generated answer for reviewers to refer to when sifting, asking them to flag responses they suspect may be AI generated. We use the questions in our recruitment process to get a sense of candidates' ideas and abilities, and whether these align with the vacancy we're looking to fill – so it's important to try and give us as much of an insight into your own thinking as possible.

You do not need to complete the entire application in one sitting. You can save your in-progress application and return to complete and/or submit it at any time before the closing date.

Shortlisted candidates will be invited to a first-round online interview. We expect these to take place in the first half of June. In-person second-round interviews will be held shortly afterwards. We are happy to reimburse travel expenses for candidates travelling to in-person interviews from outside London.

Any questions?

If you would like further information about this position or the selection process, then please contact us at recruitment@instituteforgovernment.org.uk.

We send out regular emails, including a weekly newsletter, about our publications and events. To receive these emails, you can subscribe on our website: www.instituteforgovernment.org.uk/newsletter.

The Institute for Government is the leading think tank working to make government more effective.

We provide rigorous research and analysis, topical commentary and public events to explore the key challenges facing government.

We offer a space for discussion and fresh thinking, to help senior politicians and civil servants think differently and bring about change.



 instituteforgovernment.org.uk

 enquiries@instituteforgovernment.org.uk

 +44 (0) 20 7747 0400  +44 (0) 20 7766 0700

 [@instituteforgov](https://twitter.com/instituteforgov)

**Institute for Government, 2 Carlton Gardens
London SW1Y 5AA, United Kingdom**