

Events Officer EVO1701



Welcome from the Director

I am very pleased that you are interested in applying for a position in the Communications & Marketing team at the Institute for Government. The Institute was established in 2009 with the aim of making government more effective and improving the way it makes decisions. We don't just conduct research but work closely with people in Westminster and Whitehall to fulfil our mission.



We offer you the opportunity to be a core part of an organisation which is making an impact in the world of government and politics and to work in a stimulating and challenging environment. We are based close to Whitehall and Westminster and offer excellent working conditions.

The events programme is an essential part of the IfG, explaining our work and recommendations to stakeholders, media and the public. At the moment we are working on the challenges facing government to deliver the UK's exit from the EU, government decision-making about major infrastructure projects, the financial challenges facing Whitehall departments and how to deal with failing public services.

You can read more about what we do on our website. If that whets your appetite, I very much hope you will consider applying to join us at the IfG.

A handwritten signature in cursive script that reads "Bronwen Maddox".

Bronwen Maddox
Director, Institute for Government

Job Description

The Institute for Government is currently inviting applications for an Events Officer (Job Reference: EVO1701), starting as soon as possible.

This role is an opportunity to work in a highly regarded think tank at the heart of Westminster. It is a great chance for an organised person with some events experience to join a friendly and busy team.

The events programme of the Institute is essential to our public profile; we have very high standards, and high profile speakers and audiences. As part of a three person events team within Communications and Marketing, you will assist in the creation and delivery of the key events programme. For our events, you will need to work closely with senior staff at the Institute, helping them to design and run their events. Our events are based on the work programmes and themes that the Research staff and Programme Directors are working on.

The team manages all the logistics for a range of in-house public events, roundtables, workshops, seminars, conferences and debates. Our building has four rooms for meetings and events, and the events team also make these available for private hire. On average there are 3-8 events of different styles per week.

You will also work closely with our Communication and web team, caterers, IT and AV technicians, and security. For private hire of the rooms, you will need to work with the external clients, giving advice, and ensuring a high quality experience for them and their attendees.

Reports to: Director of Communications & Marketing

Key tasks:

Work with two other Event Officers to manage the programme of public events, workshops and roundtables.

Work with designated Programme Directors to ensure their events are carried out in a timely and professional manner, dealing with an event idea from conception to delivery, including:

- Considering dates and times of all the events, and fitting them in with other Institute priorities.
- Creating guest lists, sending out event invitations and managing RSVPs using the Institute's CRM database.
- Instructing crew and assisting with setup of the rooms for events, ensuring that events run smoothly in all regards. Re-arrangement of rooms occasionally involves the manual lifting of chairs and tables.
- Meeting and greeting guests and assisting with registration, attending events to assist with delivery on the day. This will involve working outside of core hours.
- Capturing event analysis and updating records of attendance using CRM.
- Basic editing and uploading of audio/images/video.

Advising clients on external hire of rooms, processing their requirements and pulling together their room, catering, AV requirements so that their events run smoothly. Processing costs to provide the information for invoicing.

Shared management of the busy events email inbox and dealing with any internal or external event enquiries.

Occasionally updating the events page of the website.

Any other duties, including some administrative tasks.

Person Specification

What we are looking for

Applicants should be confident and reliable and have previous or current experience of organising events as well as the following:

- The ability to communicate effectively both verbally and in writing;
- Strong organisational and administration skills;
- The ability to multi-task with ease and prioritise under pressure;
- Confidence to work with senior people and the ability to be assertive but approachable;
- A willingness to assist with a range of administrative tasks, be a strong team player and work outside core hours as required;
- Commitment to the values and mission of the Institute for Government.

Applicants should be available to work on a full-time basis.

Experience	Previous or current experience of organising some events	Essential
	Experience of working in a small organisation	Desirable
	1-2 years of events organisation	Desirable
Knowledge	Public Sector/Government experience and knowledge.	Desirable
	Database skills, preferably with knowledge of a CRM database	Desirable
Skills	Intermediate Excel and Word and other IT skills	Essential
	Excellent written and oral communication skills	Essential
	Strong organisation and administration skills	Essential
	Ability to multi-task with ease, and prioritise under pressure	Essential
Attitude	Excellent team player	Essential
	Confidence to work with senior people and the ability to be assertive yet approachable.	Essential
	Willingness to assist in administrative tasks and work outside core hours	Essential
	Flexibility, professional can-do attitude, common sense approach to problem solving and the ability to think on your feet	Essential
	Forward thinking and proactive with the ability to juggle the organisation and delivery of multiple events at different stages of their development.	Essential

About the Institute for Government

Who we are

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.

The Institute for Government is a registered charity in England and Wales (No.1123926) with cross-party governance. Our main funder is the Gatsby Charitable Foundation, one of the Sainsbury Family Charitable Trusts.

What we do

We focus equally on the needs of all political parties and of senior decision makers across Whitehall. We stimulate change by challenging current thinking and providing new ideas and models for shaping and developing better government.

How we do that

- We undertake high-quality qualitative and quantitative research and analysis, focused on the mechanics and processes of government, producing practical recommendations for change.
- We provide tailored development opportunities for senior decision makers and their teams.
- We offer consultancy and advice to departments and political parties, leading and shaping opinion on improving performance and effectiveness.
- We organise and host regular high-level events addressing different aspects of government in the UK and internationally.
- Our headquarters are also a meeting place where senior officials from across Whitehall can discuss the challenges of making government work and access practical insights from public servants, academics and opinion formers from across the world.

Our core values

We seek in all our activities to be:

- **Innovative:** we will push at the boundaries of current knowledge, exploring and experimenting with diverse approaches to find the best solution.
- **Rigorous:** we will be thorough and precise in our methods and aspire to produce the highest quality data and services.
- **Impartial:** we will be neutral and politically non-aligned.
- **Trusted:** we will earn the confidence of all those we work with, being open and challenging as well as a trusted guardian of knowledge.

Further information on our projects can be found on the IfG website:

<http://www.instituteforgovernment.org.uk/our-work>

Information for all applicants

- Employer:** Institute for Government
- Location:** 2 Carlton Gardens, SW1Y 5AA
- Who can apply:** Applicants who can demonstrate they have the relevant skills and experience as set out in this pack and the person specification.
- Applicants must be able to and be entitled to work in the UK and either : i) be from within the European Economic Area (EEA) and have an entitlement to work in the UK or ii) already hold a relevant work visa.
- Key dates:** Expected key dates are:
- Closing date:** 20 Feb 2017
- Interviews will be held in the week commencing 27 Feb 2017.
- Start dates:** Asap.
- Terms:** Successful candidates will join on a permanent contract subject to a three-month probationary period.
- Salary:** For this recruitment starting salaries will be in the region of £22,000 - £30,000 (full time equivalent), based upon skills and experience.
- Benefits:** The Institute has a pension scheme into which you will be auto-enrolled in your 3rd 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.
- Working hours:** You will normally work a 5-day week of 37.5 hours but you will, as the occasion requires, work outside these hours. The Institute is committed to supporting flexible working and roles may be available on a part-time basis, subject to the needs of the Institute.
- Annual leave:** For a full-time post your annual leave allowance will be 30 days in addition to 8 days of bank and public holiday. Annual leave and public holidays will be pro-rated for non-full-time posts. The Institute's leave year runs from September to August.
- Equal opportunities:** All job applicants and employees will receive equal treatment.
- The Institute for Government 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.

Further information about the Institute is available at: www.instituteforgovernment.org.uk

How to apply

Please email your cover letter and CV to:

recruitment@instituteforgovernment.org.uk

Closing date:

20 February 2017

NB: we would be grateful if you could please complete and return our equal opportunities monitoring form, which is available on our website. This form is for monitoring purposes only and should be emailed separately to your application. Please send monitoring forms to:
ifgmonitoring@instituteforgovernment.org.uk

Contacts

If any of this information is unclear, please contact us on: recruitment@instituteforgovernment.org.uk and leave your contact details.

Further information about the Institute is available at: www.instituteforgovernment.org.uk