

Events and stakeholder assistant OR events and stakeholder officer

Salary	£20,500 (assistant) or £24,500 to £27,500 (officer)
Pension	7% employer pension contribution
Holiday	30 days per year plus bank holidays
Duration	Permanent
Hours	10am to 6pm, Monday to Friday (see flexible working statement)
Manager	Director of external affairs and events

About the Post

The Fabian Society is seeking an enthusiastic and reliable Events and Stakeholder Assistant or Officer to deliver our events and our stakeholder communications, as a key member of the society's events, membership and external affairs team. The role will involve working closely with the Director of External Affairs and Events in planning and delivering our busy events programme, managing information about our stakeholders and producing communications for stakeholders.

We are seeking to recruit EITHER an events and stakeholder assistant (ie trainee) OR an events and stakeholder officer. Applicants for the officer position should be able to fulfil all aspects of the role already and demonstrate relevant previous experience. Our assistant positions are designed for people with significant potential who do not have previous experience of working in politics. Assistants enter a year-long development programme during which they are trained to perform all aspects of the job and undertake a wider induction into working in politics. Following successful completion of the one-year programme the expectation is that post-holders will be promoted.

The Fabian Society is an independent left-wing think tank and democratic membership society with over 7,000 members. We publish articles and reports, conduct research and major inquiries, convene conferences and events and facilitate our members' political debate and activism across the UK. The society is affiliated to the Labour party but editorially and organisationally independent. We have 12 employees based in our own central London office (close to St James Park tube station) and one employee based in Edinburgh. Our employees share the aims and values of the society and automatically join as members upon appointment.

Principal duties

Events

1. Co-ordinate the planning and delivery of Fabian Society events, including public meetings, conferences, lectures, receptions and policy seminars, under the direction of the Director of External Affairs and Events.
2. Liaise effectively with partners and potential speakers, including senior politicians, journalists, companies, NGOs and trade unions.
3. Take responsibility for the delivery of projects from inception to completion, including project planning and tracking, and delivering to deadlines.
4. Research and develop the content of events; assist in identifying and securing suitable speakers and sponsors; and research and identify event participants, especially for policy seminars.
5. Secure appropriate venues and liaise with venue staff; arrange catering, audio-visual facilities and other event services; and coordinate with other suppliers.
6. Assist in managing the design and production of branding, publicity and other materials for events.
7. Develop webpages and write website copy for our events; and manage online event registration and payment functions, working with Fabian communications and operations staff.
8. Promote and publicise Fabian events through stakeholder and member communications, social media posts and sometimes through the media and third-party networks, working jointly with Fabian communications staff.
9. Coordinate or deliver the digital dissemination of events through live streaming, social media posts, audio feeds and event photography etc.
10. Assist in follow-up and evaluation following events, including thanking speakers, sponsors and participants, writing reports of events, and obtaining feedback.

Stakeholder management and communications

1. Coordinate the collection, storage and use of data on Fabian Society stakeholders and members of the public, maintaining accurate and up to date records and taking responsibility for optimising data capture and use of stakeholder data across all Fabian activities (working with colleagues across the organisation and in compliance with the society's privacy policy).

2. Work with colleagues to develop, maintain and build the society's customer relationship management (CRM) system (CiviCRM), especially with respect to stakeholders, event registrations and email communications.
3. Schedule, plan, draft and send regular email updates to stakeholders, members of the public, Fabian members and former members, using CRM email systems.

Other roles

1. Contribute to the intellectual and organisational development of the Society and contribute directly to Fabian outputs where appropriate.
2. Provide limited PA support to the General Secretary and the Director of External Affairs and Events (mainly diary management for external meetings); and undertake other duties where required by the General Secretary and the Director of External Affairs and Events.
3. Respond to general telephone calls and email enquiries to the society, personally dealing with straightforward enquiries and passing others to members of staff for response (eg membership, book sales, media inquiries).
4. Manage local Fabian Societies webpages in co-ordination with the Local Societies Officer, ensuring that local events listings and contact details are up to date.
5. Work closely and collaboratively with other colleagues to deliver projects across the organisation.

Person Specification

The ideal candidate for 'events and stakeholder officer' would have the following skills and experience (NB gaps in one or two areas will not automatically disqualify you from consideration). Candidates for 'events and stakeholder assistant' should show as many of these attributes as possible – and demonstrate the aptitude to develop in the remaining areas.

1. Relevant experience in events management, communications, politics, public affairs or similar.
2. Demonstrable track record of successfully delivering complex or high-profile events; with the ability to develop new and innovative approaches to events and event marketing.
3. Demonstrable track record of developing and maintaining good relationships with external stakeholders; managing information about external stakeholders and

developing communications for them; with the ability to think strategically and imaginatively about influencing stakeholders.

4. Excellent written and verbal communication skills; with the ability to draft clear, concise and attractive invitations, newsletters and marketing copy; with meticulous attention to detail and a high level of accuracy, including the ability to edit and proof-read.
5. Excellent digital skills with the ability to quickly acquire proficiency in a wide range of software packages and online services; and the interest and aptitude to continue developing digital skills and become a more advanced user of relevant packages over time.
6. Experience of using some of the applications and online services required for this position (we don't expect experience across all these areas): social media marketing; website content management systems (eg WordPress); customer relation management (CRM) systems (eg CiviCRM); design applications (eg Adobe suite); advanced use of Microsoft Office and cloud applications.
7. Excellent organisational abilities and the ability to work with the minimum of supervision and prioritise a busy workload, working on your own initiative whenever possible; and a proactive approach to problem solving, with the ability to deal with rapidly changing circumstances and resolve problems.
8. Ability to work collaboratively as part of a team, engaging with colleagues across the organisation.
9. Commitment to the values and ethos of the Fabian Society; and demonstrable interest in or experience of UK left-wing politics.
10. Willingness to work occasionally at weekends and evenings and travel to conferences and events across the UK (overtime is not available but time-off-in-lieu can be accrued with permission from your line manager).

Conditions

The salary for this position is £20,500 (assistant) or £24,500 to £27,500 (officer) plus 7% employer pension contribution. We work a 35-hour week with standard contracted hours from 10.00am to 6.00pm, with the option to vary working hours with the agreement of your line manager. The right to request flexible working arrangements, such as part time working, term time working, home working, is open to all staff.

Employee benefits include:

- 30 days paid leave plus bank holidays (3 days to be taken between Christmas and New Year)

- Free membership of the Fabian Society; cycle to work scheme; season ticket loan; give as you earn
- Maternity, paternity and adoption policies beyond the statutory minimum
- Flexible working policy
- Recognised trade union

The Society has an equal opportunities policy and aspires to be an equal opportunity employer. We strongly encourage applications from people under-represented in politics and at the Fabian Society, including women, disabled people, and people from low-income or ethnic minority backgrounds.

Please note that the Society has the primary right to the professional services of its staff. No outside activities affecting or concerning the Society may be undertaken without the explicit agreement of the General Secretary.

The post is based at the Society's offices in Westminster, central London.

To Apply

You should apply by emailing a completed application form to the address below.

You are also requested to complete an equality and diversity monitoring form. This should not include your name and will be separated from your application and used only to review the overall profile of applicants.

Your application should arrive no later than 9am on Monday 21st January 2019.

We plan to hold interviews on Thursday 24th or Friday 25th January 2019. Please indicate any times you are not available for interview on these dates in your application form.

Please apply by email, indicating which position you are applying for, with the subject line 'Recruitment: Events and Stakeholder Assistant' or 'Recruitment: Events and Stakeholder Officer'.

Email address: recruitment@fabians.org.uk

For more information, contact: John Rafferty, Finance and Operations Manager, john.rafferty@fabians.org.uk, 020 7227 4903

Website: www.fabians.org.uk