



Events Assistant – 17 week contract

Salary	£22,923 per annum
Pension	Up to 7% employer pension contribution
Holiday	10 days leave
Duration	17 Weeks fixed contract
Hours	10am to 6pm, Monday to Friday (see flexible working statement)
Location	Central London office and home working

About the Post

The Fabian Society is seeking a temporary events assistant to support our events and marketing team in the development and delivery of our Labour Party Conference 2023 fringe programme. This is a temporary role for a fixed 17 week term from end of June to 13 October 2023. The role will be a combination of remote working and planned days in our central London office.

Successful applicants **MUST** be available to travel to Liverpool and to work for the **entire** duration of Labour Party Conference 2023 between 6 and 13 October, including weekends and evenings (accommodation and travel will be provided). Weekend and evening working will be compensated by time off in lieu (TOIL). The contract also includes 6 days leave.

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, who are mainly based in our own central London office (close to St James Park tube station). Our employees share the aims and values of the society and automatically join as members upon appointment

Job Description

1. Assist in the delivery of Fabian Society Labour Party Conference events, including public panels, roundtable seminars, dinners and receptions under the direction of the Events and Membership Director.
2. Liaise effectively with partners and potential speakers, including senior politicians, journalists, companies, NGOs and trade unions.
3. Assist in identifying and securing suitable speakers; and research and identify event participants, especially for policy seminars.
4. Liaise with venue staff on event logistics including catering, audio-visual facilities and other event services.
5. During Labour conference week, deliver individual events with responsibility for the smooth running of the event and liaison with colleagues, speakers and sponsors

Person Specification

You should demonstrate as many of these attributes as possible

1. Relevant professional experience in events, communications, politics, public affairs or similar.
2. Demonstrable track record of successfully supporting the delivering of events.
3. Demonstrable track record of developing and maintaining good relationships with external stakeholders
4. Good written and verbal communication skills; with the ability to draft clear, concise and attractive invitations and newsletters; with meticulous attention to detail and a high level of accuracy, including the ability to edit and proof-read.
5. Good digital skills with the ability to use Office 365 packages (especially Excel), various social media platforms and Canva.
6. Excellent organisational abilities and the ability to work collaboratively as part of a team, engaging with colleagues across the organisation.
7. Commitment to the values and ethos of the Fabian Society; and demonstrable interest or experience of UK left-wing politics.
8. ESSENTIAL – availability to work in Liverpool, including at the weekend and during the evening, during the period of Labour party conference (8-11 October 2023)

Conditions and benefits

Salary	£22,923 per annum
Pension	Employer pension contribution: <ul style="list-style-type: none">• 7% when employee contribution is 7% or more• 6% when employee contribution is 5% or more• 5% when employee contribution is 3% or more
Holidays	30 days plus public holidays per annum
Normal hours	35 hour week, 1 hour unpaid lunchbreak, normal hours 10am to 6pm, Monday to Friday
Flexible working	We will consider proposals for flexible working during recruitment. The right to request flexible working arrangements, such as part time working, term time working, home working, is open to all staff
Other benefits	Free membership of the Fabian Society; cycle to work scheme; season ticket loan; give as you earn; sickness, maternity, paternity, and adoption pay above statutory minimum
Training	Right to request financial support and/or paid time off for study towards relevant professional qualifications
Trade union	Recognised trade union

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 (eg paid work in a related field, journalism, public speaking, standing for public office).

You will be required to work at evenings and weekends from time to time, due to the nature of the position's responsibilities and the society's work. All staff are expected to work out of hours on the day of Saturday conferences and during the week of Labour party conference. When you work additional hours you will be able to take time off in lieu (TOIL) subject to our TOIL policy and with the agreement of your line manager.

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

To apply, please send a short covering letter and CV to recruitment@fabians.org.uk by 12pm Friday 2 June with interviews to take place during the week of 5 June.

For more information, contact: Phil Mutero, Finance and Operations Consultant,
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Website: www.fabians.org.uk