

## Partnership and events **MANAGER** or **DIRECTOR**

<b>Salary</b>	£35,000 to £41,000 (Manager) £41,00 to £46,000 (Director)
<b>Pension</b>	Up to 7% employer pension contribution
<b>Holiday</b>	30 days per year plus bank holidays
<b>Duration</b>	Permanent, subject to 6 month probation
<b>Hours</b>	10am to 6pm, Monday to Friday (flexible working available – see below)
<b>Location</b>	Central London or home-worker (see below)

## **About the post**

The Fabian Society is seeking a talented and motivated PARTNERSHIPS AND EVENTS MANAGER or DIRECTOR to lead our high-impact programme of conferences and events and build relationships with a broad range of funding partners.

We are strongly committed to equality, diversity and inclusion. We value and encourage applications from people with identities and backgrounds that are traditionally underrepresented in politics.

## **The organisation**

The Fabian Society has been shaping and influencing politics and public policy for over 130 years.

We are 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. Our employees share the aims and values of the society and automatically join as members upon appointment.

The society is affiliated to the Labour party though we are editorially and organisationally independent. Four senior frontbenchers sit on our executive committee and our team work closely with senior Labour figures especially as part of our thriving events programme.

With less than 15 months to go until the next UK election, it could not be a more exciting time to take over the leadership of our small but focused events team and have a real impact on UK politics.

In this role you will deliver established events – especially our annual conference and party conference fringe programme. But you will also have the chance to shape and expand our programme across the year and develop new partnerships. You'll lead a team of two permanent employees - plus additional temporary staff and volunteers - and be part of a staff team of 15 that also covers research, communications, editorial and membership. The society's offices are in Westminster, central London.

## **About the Post**

The role of PARTNERSHIP AND EVENTS MANAGER or DIRECTOR is to coordinate and build the society's relationships with funders and partners; and successfully lead and deliver an events programme that maximises the Society's political and policy influence and public profile and that contributes to the Society's income.

We are recruiting either a MANAGER or DIRECTOR (depending on the successful candidate's existing skills and experience) so as to attract the widest possible pool of applicants. You will be appointed at Director level if you can demonstrate all the requirements of the job to a high level; and at Manager level if you demonstrate most or all of the requirements, but to a lesser degree.

The job involves playing a key role in planning and delivering the development of relationships with our funding partners. It also includes all aspects of the commissioning, planning, delivery and dissemination of a successful think-tank events programme: contributing to the events strategy and developing ideas and themes for events; building relationships with speakers, funders, participants and others; and overseeing the effective delivery of events and managing the work of a team. The post holder will also have the opportunity to contribute to the Fabian Society's broader political and organisational strategy.

The ideal candidate would have experience in a policy/political environment or be able to demonstrate equivalent knowledge; aptitude for building external relationships and securing sponsorship; experience of events delivery and management; strong relevant networks and relationships; experience of managing people and budgets; and a strong understanding of and engagement with the Fabian Society's objectives and values.

## **Our events**

Through our events we seek to develop new political and policy ideas and inform public and policy debate so as to promote change, engaging with leading decision-makers, thinkers and opinion formers on key issues from a progressive perspective.

Fabian events range from major public conferences, lectures and report launches to small expert policy seminars and dinners. The Fabian New Year Conference is among the highest profile think-tank conferences in the UK, attended by 500-1,000 people each January. The Fabian Society also has a high-profile presence at the Autumn party conferences. Our year-round events programme includes private meetings which bring together key policymakers, politicians and professionals to discuss detailed policy challenges. We also organise regular public events with high profile political speakers targeted at Fabian members and stakeholders.

## **Our partnerships**

The Fabian Society's income includes sponsorship and grants from companies, non-profit organisations and trade unions. We have three teams, each with their own fundraising budget, and this role is responsible for coordinating and supporting the development of funding partnerships across them all, including cultivating new contacts and maintaining strong, professional and ethical financial relationships.

As part of this, the postholder particularly leads on party conference season and events fundraising and has a responsibility for securing an annual events fundraising budget, supported by other senior colleagues.

## **Inclusion and flexibility**

The Fabian Society is strongly committed to equality, diversity and inclusion. We value the varying perspectives that people with different identities and backgrounds contribute. We particularly encourage applications from people who have backgrounds, lived experiences and identities that are under-represented in Westminster politics – women, disabled

people, people from minority ethnic or working-class backgrounds, LGBTQ+ people, and people not based in London.

**Flexible working:** We welcome applications to work flexibly from the outset. This could mean requesting non-standard or part-time hours to support family-friendly working. Or you can request to be a home-based worker, with occasional planned office days.

**Location:** We welcome and encourage applications from people who don't live in commuting distance of London. We are a UK-wide organisation and believe politics is too London-centric. You will however need to be able to travel to London to deliver events and meet colleagues several times a month.

Flexible working options can be discussed at interview stage, but feel free to get in touch before applying if you have any questions.

# Job Description

## Events

1. Lead, manage and deliver a successful Fabian events programme which ensures our events contribute to the society's priorities, public profile, relationships and budget – thinking creatively to develop new formats and achieve innovative, high-impact and inclusive events.
2. Deliver individual events - including public meetings, lectures, receptions, policy seminars, dinners and conferences - taking responsibility for projects from inception to completion, including project planning and tracking, and delivering to deadlines.
3. Take lead responsibility in planning and delivering 'flagship' Fabian events, to ensure they meet the society's aspirations and objectives - eg New Year Conference; Party Conferences fringe programme.
4. Liaise effectively with outside partners including sponsors and speakers (eg senior politicians, journalists, companies, NGOs and trade unions); and with venues and suppliers (eg arranging catering, audio-visual facilities and other event services).
5. Contribute to the marketing and promotion of Fabian events, working with colleagues, through media, newsletters, digital communications and advertising
6. Manage an events budget, including accurately planning expenditure and event income including ticket sales

## Partnerships

7. To lead the society's work in identifying and securing sponsorship for Fabian activity, by building external relationships and developing sponsored packages of activity (involving teams across the society), working with the General Secretary and other managers.
8. Develop and deliver events and programmes for individuals and organisations providing financial support to the organisation.

## Other

9. Represent the Society publicly where appropriate – for example in chairing and speaking at Fabian and other events - and play a lead ambassadorial role with key external stakeholders (including speakers, funders and other event participants)
10. Line manage an assistant, providing appropriate direction, support and challenge, and also occasionally to manage contractors and volunteers.
11. Act as a member of the society's management team, supporting the General Secretary in the overall direction and strategy of the society, and undertaking other cross-organisation tasks or duties as required.

## Person Specification

Candidates should show as many of these attributes as possible – and demonstrate the aptitude to develop in the remaining areas:

1. Have knowledge and understanding of politics and policy debate, with the ability to think creatively about the shaping of political events.
2. Have a strong track record of successful event planning, logistics and management.
3. Have the experience or aptitude to secure external sponsorship and partnerships, including cultivating and maintaining strong, professional relationships with third parties.
4. Have the ability to deal confidently with high level opinion formers in the fields of politics, policy, media, academia and business and to develop the society's networks.
5. Have experience of managing staff and budgets, be highly organised at managing a range of deadlines, and have experience of taking responsibility for projects from inception to completion.
6. Be entrepreneurial, with an ability to identify event ideas and opportunities for securing sponsorship and marketing events.
7. Be an effective communicator, orally and in writing, and be able to work effectively both in a small team and independently.
8. Have a high degree of competence in a variety of professional software including Office 365 and ideally experience of using CRM databases, website content management systems or graphic design applications.
9. Be in sympathy with the aims and values of the Fabian Society.

## Conditions and benefits

Salary	£35,000 to £41,000 (manager) £41,000 to £46,000 (director)
Pension	Employer pension contribution: <ul style="list-style-type: none"><li>• 7% when employee contribution is 7% or more</li><li>• 6% when employee contribution is 5% or more</li><li>• 5% when employee contribution is 3% or more</li></ul>
Holidays	30 days plus public holidays (3 days to be taken between Christmas and New Year)
Normal hours	35 hour week, 1 hour unpaid lunchbreak, normal hours 10am to 6pm, Monday to Friday
Location	EITHER the society's offices in Westminster, central London OR home worker
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; additional leave purchase; 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 asked 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 asked 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.

# About the Fabian Society

The Fabian Society has been imagining the future of the left since 1884.

- We are a left-leaning think tank dedicated to new public policy and political ideas
- We are a membership movement, active throughout Britain and open to everyone on the left
- We are a democratically governed socialist society, an affiliate to the Labour party and one of its original founders
- We don't have organisational policy views and instead embrace debate and difference
- We champion and celebrate Fabianism, the belief that radical long-term goals are best advanced through empirical, practical, gradual reform

The Fabian Society is an independent left-leaning think tank and a democratic membership society with over 7,000 members. We influence political and public thinking and provide a space for broad and open-minded debate. The Fabian Society publishes insight, analysis and opinion in print and online, conducts research and undertakes major policy inquiries, convenes conferences, speaker meetings and roundtables, and facilitates member debate and activism right across the UK

As a **think tank** we have a big impact on political and policy debate. Our [staff team](#) in London and Edinburgh work with a wide network of leading politicians and policy experts to develop and promote new ideas and to influence the climate of political opinion. Read about our [current projects](#) and our three [thematic priorities](#).

Our **members** are at the heart of everything we do. They set the society's direction, through member meetings, elections and committees. They shape our programme as contributors and volunteers. And each year hundreds of activities are organised by and for our members by autonomous sections of the society – the [Young Fabians](#), the [Fabian Women's Network](#), the [Scottish Fabians](#), the [Welsh Fabians](#) – and by 40 affiliated [local Fabian societies](#).

The Fabian Society is one of the original founders of the Labour party and is constitutionally affiliated to the party as a [socialist society](#). We have a stake in Labour's democratic processes at local, regional and national level. But we are wholly independent of the party editorially, organisationally and financially.

We are committed to transparency and accountability – [find out more](#).

## What we stand for

The Fabian Society is a socialist organisation which aims to promote:

- greater equality of power, wealth and opportunity
- the value of collective action and public service
- an accountable, tolerant and active democracy
- citizenship, liberty and human rights
- sustainable development
- multilateral international cooperation



The society is a place for open debate where disagreement is expected and respected. As an organisation we have no collective positions and we do not campaign for particular policies. Everyone who writes or speaks for the Fabians does so in their own name, without committing the society.

The 'Fabian' tradition informs how we think and what we do. No other think tank has an 'ism' of its own. Our commitment to Fabianism means we believe in the fight against inequality, the power of collective action and an internationalist outlook. We believe in social progress, evidence, expertise, rationality and long-termism. We advocate gradualist, reformist and democratic means in a journey towards radical ends. We are a pluralist movement and create space for open debate.

# To apply

## Application

You should apply by emailing a completed application form to the email 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 **10am on Monday 2 October 2023**.

Please apply by email with the subject line 'Recruitment: Partnership and Events'

Email address: [recruitment@fabians.org.uk](mailto:recruitment@fabians.org.uk)

For more information, contact: Phil Mutero, Finance and Operations Consultant, [phil.mutero@fabians.org.uk](mailto:phil.mutero@fabians.org.uk) 020 7227 4903

Website: [www.fabians.org.uk](http://www.fabians.org.uk)

## Interview process

Shortlisted candidates will be invited to a panel interview.

We plan to hold interviews on **Friday 6 October**. Please indicate any times you are not available for interview in your application form.

Shortlisted candidates will be asked to attend an interview of up to 1 hour.

The interview may be conducted virtually or in our central London office. We will reimburse reasonable travel expenses.

The interview will consist of:

- A 10 minute presentation (with or without slides)
- Interview – questions relating to the attributes described in the person specification

Full details will be provided to shortlisted candidates.

**Please ask regarding flexibility or accessibility requirements. We will be happy to accommodate reasonable requests and this will not affect your application in any way.**