

Events and operations assistant (12 month contract)

Salary	£25,300 per year
Pension	Up to 7% employer pension contribution
Holiday	30 days per year plus bank holidays
Duration	12 months 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 an enthusiastic and reliable events and operations assistant to help deliver and market our events programme, and support the society's day-to-day operations. The role will involve working on our busy events programme and contributing to our premises and operations functions.

Our 12-month assistant positions are designed for people with significant potential who do not have previous experience of working in politics. You will enter a year-long development programme during which you will be trained to perform all aspects of the job and undertake a wider induction into working in politics. We strongly encourage applications from people under-represented in politics and at the Fabian Society, including disabled people, people from racially diverse backgrounds and people from low-income backgrounds.

The Fabian Society is an independent left-wing think tank and democratic membership society with around 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

Events

1. Co-ordinate the delivery of Fabian Society events, including public meetings, conferences, lectures, receptions and policy seminars, under the direction of the partnerships and events manager:
 - a. Assist with the development of events by identifying and inviting speakers and other contributors.
 - b. Liaise effectively with funding partners, contractors and speakers.
 - c. Deliver in-person events, coordinating their smooth running and representing the society to attendees.
 - d. Follow-up and evaluation following events, including thanking speakers, sponsors and participants, writing reports of events, and obtaining feedback.
2. Promote and publicise Fabian events through stakeholder and member communications channels:
 - a. Create website pages for our events.
 - b. Promote events through social media posts and graphics.
 - c. Assist with online event registration and payment functions.
3. Work with colleagues to maintain and build the society's contacts database especially with respect to stakeholders, event registrations and email communications.

Operations

4. Provide operational support across the organisation, assisting in the smooth running of the Fabian Society office.
5. Lead the purchasing of day-to-day supplies for the office, communications and marketing and help to coordinate the maintenance of a clean and safe working environment, with the involvement and support of all staff.
6. Providing light PA support to the General Secretary and other managers as needed, including limited diary management.
7. Coordinate and contribute to the delivery of an inquiry service, including personal and telephone callers, dealing with enquiries and/or passing these on to other relevant members of staff, including media inquiries, book orders, letters, emails and other information requests.

Other

8. To contribute to the intellectual and organisational development of the Society and to contribute directly to Fabian outputs where appropriate.

Person Specification

Candidates 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.
2. Excellent organisational abilities and a proactive approach to problem solving, with the ability to meet competing deadlines, deal with changing circumstances and resolve problems.
3. Experience of developing and maintaining good relationships with professional contacts and members of the public.
4. Excellent written and verbal communication skills; with the ability to draft clear and engaging copy; with attention to detail and a high level of accuracy.
5. Strong digital literacy 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, for example:

Office 365 applications; website content management systems (eg WordPress); design packages (eg Adobe suite); databases and CRM systems (eg CiviCRM); digital event and video platforms; social media platforms; Canva.

6. Ability to work collaboratively as part of a team, engaging with colleagues across the organisation. Commitment to the values and ethos of the Fabian Society; and demonstrable interest in or experience of UK left-wing politics.
7. Willingness to work occasionally at weekends and evenings and travel to conferences and events across the UK.

Conditions and benefits

Salary	£25,300 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 (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	The post is based at the society's offices in Westminster, central London. Employees currently work at home 2 days per week.
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.

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

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 11am on Monday 20 May 2024.

We plan to hold interviews in the week beginning 27 May 2024. Please indicate any times we are not available for interview between these dates when you apply.

Please apply by email with the subject line 'Events and operations assistant'

To: recruitment@fabians.org.uk

For more information, contact Phil Mutero

Tel: 020 7227 4903 : Email phil.mutero@fabians.org.uk

Website: www.fabians.org.uk