

# Events, Digital and Membership Officer

<b>Salary</b>	£33,630 - £35,648 plus annual bonus
<b>Pension</b>	Up to 7% employer pension contribution
<b>Holiday</b>	30 days per year plus bank holidays
<b>Duration</b>	Permanent
<b>Hours</b>	10am to 6pm, Monday to Friday (flexible working available – see below)
<b>Location</b>	Central London

## About the post:

This is an exciting and varied role at the Fabian Society, with lots of potential for development. You will support the development and delivery of high-profile events; from flagship events like our [Labour Party Conference](#) and New Year Conference programmes, to research report launches and [Fabian Thinking](#) – our member-focused online events. You will help produce high-quality and engaging content for our social media channels. And you will support with membership recruitment, engagement and administration.

We're looking for a strong communicator, with good digital communication and social media skills. The role requires excellent interpersonal skills, with the ability to work effectively with colleagues, partners and members. We're looking for someone with exceptional organisational skills, who can manage a diverse workload. The ideal candidate will also have a passion for politics, a thorough understanding of the Labour Party, and a commitment to the Fabian Society's objectives and values.

## The organisation:

The Fabian Society is an independent left-wing think tank and democratic membership society with over 6,000 members across the UK. We seek to build a more equal economy and society. We believe that ideas matter, and that changes is possible.

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, though we are editorially and organisationally independent. Our team work closely with senior Labour figures especially as part of our thriving events programme. With Labour in government, it could not be a more exciting time to join our team and have a real impact on UK politics.

## 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 can contribute. We particularly encourage applications from people who have backgrounds, lived experiences and identities that are under-represented in think tanks and politics, including women, disabled people, and people from minority ethnic or working-class backgrounds.

## Flexible working:

We are very open to flexible working, and we welcome applications to work flexibly from the outset. This could mean requesting non-standard or part-time hours to support family-friendly working. The role is based in our office in Westminster with a minimum of two days a week in the office.

## **Job description:**

### **Events**

1. Support in the planning and delivery of the Fabian Society's events programme.
2. Project manage events, ensuring they are delivered effectively.
3. Identify, invite and follow up with speakers, ensuring that speakers at our events are high-profile and diverse, with both expertise and lived experience.
4. Liaise effectively with funders, speakers venues and with other partners.
5. Market events effectively to our members and to wider stakeholders, ensuring they are well attended.
6. Ensure events are effectively promoted through digital media, and that we capture high-quality content for our digital channels.
7. Ensure the smooth running of events.
8. Assist in follow-up of events, including thanking speakers, sponsors and participants.

### **Digital Communications**

9. Work with colleagues to create high quality digital content for social media, focused on our research, our editorial outputs, and our events.
10. Support the daily running and monitoring of all social media platforms (X/Twitter, Bluesky, Instagram, LinkedIn), ensuring regular, relevant and high-quality content.
11. Record and edit video and audio content for social media channels, producing compelling multimedia content.
12. Support with updating the Fabian Society website, including uploading articles and events.
13. Support with producing the regular member email.
14. Develop processes for monitoring social media impact, and report on this to our management team.

### **Membership**

1. Support with membership administration and transactions.
2. Respond to membership queries – both email and phone – in a prompt and professional way, resolving issues raised.
3. Support with membership recruitment.
4. Liaise with and support sections including Young Fabians, Fabian Women's Network, Scottish Fabians, Welsh Fabians, as well as local societies.

# Person Specification

Below we set out the experience, skills and knowledge required for this role. Please demonstrate in your personal statement how you meet these criteria, giving examples wherever possible. Criteria are marked as either 'essential', or 'preferable'. Please only apply if you meet all the 'essential' criteria.

<b>EXPERIENCE</b>	
Experience of organising and facilitating high-quality conferences or events	Essential
Experience of producing high-quality content for a range of social media platforms, including graphics and video	Essential
Experience of producing high-quality written content for a variety of outputs and audiences, adapting style accordingly	Essential
Experience of working effectively as part of a team	Essential
<i>Experience of working at a think tank, political organisation, membership organisation or campaigning organisation</i>	<i>Preferable</i>
<i>Experience of using Canva, InDesign, CiviCRM or other CRM systems</i>	<i>Preferable</i>
<b>SKILLS</b>	
Excellent communication skills, in writing and in person	Essential
Strong project management skills	Essential
Strong stakeholder management skills	Essential
Excellent organisational skills, with the ability to manage a diverse workload	Essential
Excellent digital skills, with experience of using the Microsoft Office suite	Essential
<b>KNOWLEDGE</b>	
Excellent knowledge of UK politics and the Labour Party	Essential
<b>ATTRIBUTES</b>	
Commitment to the aims and values of the Fabian Society	Essential
Willingness to work occasional weekends and evenings, and to travel to events across the UK	Essential

# Conditions and benefits

<b>Salary</b>	£33,630 - £35,648 plus annual bonus
<b>Pension</b>	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>
<b>Holidays</b>	30 days plus public holidays (3 days to be taken between Christmas and New Year)
<b>Normal hours</b>	35 hour week, 1-hour unpaid lunchbreak, normal hours 10am to 6pm, Monday to Friday
<b>Location</b>	Westminster, central London
<b>Flexible working</b>	We are happy to consider proposals for flexible working during recruitment.
<b>Other benefits</b>	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
<b>Training</b>	Right to request financial support and/or paid time off for study towards relevant professional qualifications
<b>Trade union</b>	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 (e.g. 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.