EVENTS AND RELATIONSHIPS MANAGER

JOB DESCRIPTION

JOB TITLE: Events and Relationships Manager
REPORTING TO: Director

RESPONSIBILITIES

1. To play a lead role in developing and delivering an expanded events programme for the think-tank
2. To play the lead role in delivering British Future events – ranging for seminars, workshops and dinners to speeches, party conference fringe meetings and policy conferences
3. To generate sponsorship income from the events programme, coordinating relationships with existing and potential partners and donors to build sustainable income streams
4. To develop and maintain stakeholder contact databases and to develop our communications with key stakeholder groups engaged in immigration and integration debates, as participants in and supporters of relevant events.

PERSON SPECIFICATION

The ideal candidate would;

1. Have 2 years experience of events management in a similar or comparable setting
2. Strong ambassadorial skills and good experience of sustaining relationships with stakeholders
3. Have experience of generating income in a relevant or comparable setting
4. Be entrepreneurial – with the ability to identify potential opportunities and partners
5. Be highly organised – being able to plan, prioritise and deliver to tight timescales, and to manage both strategic and reactive projects effectively
6. Have a high degree of IT competence
7. Have an understanding of and commitment to the values of British Future.

CONDITIONS

The salary will be in the range £24,000 - £29,000. The remuneration package includes a contribution towards a personal pension plan of up to 10% of gross salary, based on double-matching employee contributions.

The standard office hours are 10am-6pm, Monday to Friday, though a willingness to work flexibly and out-of-hours will be part of the job. There will be some occasional weekend/evening commitments for which time in lieu is given.

This is a new role, being offered initially as a 12 month contract which would be renewable if targets are met. We hope to establish it as a permanent role.

The organisation aspires to be an Equal Opportunity Employer and welcomes applications from any qualified individual.

British Future Events Programme

The Events and Relationships Manager position is a new role, responsible for delivering and expanding British Future's events programme. Here is a brief overview of our current events activities and future plans.

Party conference fringe events
British Future plans to hold events at the Conservative and Labour conference: the post-holder would coordinate and deliver the fringe programme – and work with colleagues to identify ideas and partnerships for the Autumn of 2019.

National Conversation on Immigration: dissemination events
The National Conversation on Immigration has held citizens panels in 60 towns and cities around the UK. British Future and Hope Not Hate plan to publish the project's final report in the Autumn of 2018. This will present a range of challenges to different national, regional and local stakeholders in debates about immigration and integration. For example, British Future, the Barrow Cadbury Trust and Hope Not Hate are jointly hosting a May 2018 conference at the British Library on 'Immigration and Integration: getting it right locally' drawing on lessons from the national conversation. The post-holder would work with the staff team to identify potential partners for a range of further events and activities exploring the challenges arising from the National Conversation and the practical responses for a range of actors and stakeholders.

Immigration and the economy
British Future will hold a series of six events in 2018 on the challenges for economic stakeholders in the post-Brexit immigration reform debate. The post-holder will work with colleagues to structure and develop more partnership activity to explore how economic stakeholders and policy-makers can find approaches to immigration which can meet the needs of the economy and public services in ways that can secure the political support and public confidence required.

British Future policy networks
British Future has established networks, which meet quarterly, on Integration, and on strategies to tackle prejudice. The post-holder would coordinate speakers and participants, helping colleagues to manage relationships within these networks, and identify opportunities to develop activities with specific partners from these networks.

Donor and fundraising strategy
Staff and Trustees are working to develop a donor fundraising programme. The post-holder would deliver a series of occasional events – such as a reception, dinners and other events – to support our relationship-building in this area.