

EVENTS MANAGER

JOB DESCRIPTION

JOB TITLE: Events 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 from 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 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:

- Have 2 years experience of events management in a similar or comparable setting;
- Possess strong ambassadorial skills and good experience of building and sustaining corporate relationships;
- Be comfortable engaging with senior stakeholders and managing relationships with British Future's network of supporters;
- Have experience of generating income in a relevant or comparable setting;
- Be entrepreneurial, with the ability to identify potential opportunities and partners;
- Be highly organised – able to plan, prioritise and deliver to tight timescales and to manage both strategic and reactive projects effectively;
- Have a high degree of IT competence;
- Have an understanding of and commitment to the values of British Future.

CONDITIONS

The salary will be in the range £27,000 - £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.

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

British Future Events Programme

The Events 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 will 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 jointly hosted 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.