

## JOB DESCRIPTION

<b>Job Title</b>	Events Officer - Maternity Cover
<b>Reporting to:</b>	Head of Public Affairs and Campaigns
<b>Location</b>	Central London Offices and Hybrid working to be supported Expectation that your minimum office attendance will be 6 days per month. This is open to amendment in the future
<b>Hours</b>	37.5 hours / 5 days a week Flexible working arrangements are supported
<b>Salary Band/Grade</b>	2 - £36,189
<b>Duration</b>	Maternity Cover

### Background Information

#### About the Centre for Ageing Better

Everyone has the right to a good life as they get older and our whole society benefits when people are able to age well. But far too many people face huge barriers, and as a result are living in bad housing, dealing with poverty and poor health and made to feel invisible in their communities and society.

The Centre for Ageing Better is pioneering ways to make ageing better a reality for everyone. Its key areas of work include challenging ageism and building a nationwide Age-friendly Movement, creating Age-friendly Employment and Age-friendly Homes.

We are a charitable foundation, funded by The National Lottery Community Fund, and part of the government's What Works Network.

*We are striving to create an organisation that reflects our society and the communities we serve. A workplace where everyone feels empowered and where diversity of background and thought is celebrated. We know there is more work to be done and are committed to continuing to improve our practice around Equality, Diversity and Inclusion.*

### Job Purpose

The Events Officer sits within the communications team and works across the organisation to lead an impactful programme of face to face and digital events that help us to reach priority audiences, and influence policy and practice. The post holder will also provide editorial, strategic, creative and operational support to the Communications team and other staff.

## Specific duties and responsibilities

### Specifics:

- Work with teams across the organisation to build and deliver a major programme of events that support our priority goals and help raise the profile of the Centre for Ageing Better.
- Manage a full calendar of activity and balance this across the needs of the different teams, as well as working closely with the wider comms team to consider capacity and ensure we are achieving maximum impact across comms and events.
- Develop and deliver workshops, roundtables, conferences, webinars, receptions and other types of online and in person events.
- Commission and manage external agencies to run events on our behalf, procuring and managing suppliers, getting the best value for money and ensuring they deliver on time and to a high standard.
- Seek out innovative ideas and approaches for future events and assist in the evaluation of events, helping improve processes going forward.
- Lead on event promotion and communications to maximise the value of events including blogs, livestreaming, social media promotion and replay.
- Compile invitation lists in accordance with current Data Protection guidance and coordinate the invitation and registration processes; suggest, invite and liaise with event speakers and ensure they are briefed well before the event; prioritise making our events as accessible as possible, and ensure that we are considering and meeting the accessibility needs of attendees; book and liaise with venue & catering services, coordinate materials, technology and equipment requirements for event day; act as a point of contact for events and deal with specific enquiries; attend events as required and help in providing on site services.
- Lead on our CRM system for the comms team, helping to support colleagues in the team with navigating it, and ensuring it meets the needs of comms and events.

### Work with colleagues across the organisation to:

- Ensure that lived experience and storytellers are central to our events and communications, and that the end benefit to ordinary people of the changes we seek to make is reflected in our work.
- Support other teams with project planning and ideas for and delivery of the best methods for external engagement, and draft content of all types to promote Ageing Better's wider work.
- Support our Age Without Limits Campaign, including with event ideas and promotion to grow the reach of the campaign and administration of storytelling work on occasion.

### Act in line with Ageing Better's principles and values:

- Take personal responsibility for safeguarding and promoting the rights of older people
- Comply with our policies and procedures at all times, in particular Data Protection
- Promote and support open and effective collaboration across Ageing Better
- Carry out all duties in a professional manner and in line with our values
- Undertake any other roles or responsibilities that may be reasonably required

## Person specification

Criteria	Essential	Desirable	How identified & assessed
<b>Knowledge / Skills</b>			
Excellent organisational skills and ability to juggle multiple projects simultaneously, while maintaining a high degree of accuracy and professionalism.	✓		Application / interview
Excellent time management and prioritising skills; ability to work to tight deadlines.	✓		Application / interview
Excellent written and verbal communication skills and experience dealing with a wide range of people.	✓		Application / interview
Good computer skills and experience using Word, Excel and PowerPoint.	✓		Application
Digital and social media skills		✓	Application / interview
Ability to work with databases and maintain accurate records.	✓		Application
<b>Experience</b>			
Experience working, in a paid or voluntary capacity, in a fast-paced and complex environment.	✓		Application / interview
Technical experience in managing online events and streaming	✓		Application
Experience organising events and managing external agencies and suppliers	✓		Application / interview
<b>Personal qualities</b>			
Commitment to Ageing Better's mission and principles	✓		Interview
Collaborative approach and ability to build effective relationships with a wide range of people	✓		Interview
Ability to take initiative and be creative in solving problems	✓		Interview
Ability to work independently and collaboratively as part of a small team	✓		Interview
Strong interpersonal skills, an effective team player and the ability to work collaboratively with peers	✓		Interview
Highly organised and takes a planned approach to work	✓		Interview
A demonstrable commitment to Equality, Diversity and Inclusion (ED&I), and a willingness to learn about and engage in these issues on an ongoing basis	✓		Application / interview