



GATSBY

SCIENCE AND ENGINEERING EDUCATION TEAM

Events Officer

We are looking for a motivated individual to join our small team devising and delivering programmes and projects in science and engineering. More detail about Gatsby, our work in education, and the sort of person we are looking for is given on the following pages.

Application procedure

To apply for this post, please supply all of the following information:-

- a covering letter explaining why you believe your skills and experience make you suitable for this position. Your covering letter **must** also include up to 500 words on how you would go about identifying and recruiting speakers for an event promoting the role of technicians (<http://technicians.org.uk/technicians/>) to young people at the 2018 Big Bang Fair (<https://www.thebigbangfair.co.uk/>). Only applications which include this section will be considered for shortlisting.
- full details of your current salary and benefits package (or the most recent if currently unemployed) and notice period. Applications which do not include this information are unlikely to be considered further;
- a curriculum vitae (of no more than 4 sides of A4) including a daytime contact telephone number and email address; and
- the names and contact details (including daytime telephone number) of two referees who are able to comment on your suitability for this post. Please indicate whether referees may be contacted prior to interview.

The above information should be sent to:

Faye Riley

Email: faye.riley@gatsby.org.uk

Informal enquires may be made to Faye or Michelle Rea (michelle.rea@gatsby.org.uk).

We regret that we are unable to acknowledge receipt of applications or write to unsuccessful applicants. Applicants selected for interview will be contacted within 4 weeks of the closing date. Applicants who have not been contacted within this time period should assume they have been unsuccessful.

The closing date for receipt of applications is **23.59 Sunday 14 May 2017**.

An introduction to Gatsby

The Gatsby Foundation was established in 1967 by David Sainsbury (now Lord Sainsbury of Turville). We act as an enabler for projects, developing, overseeing and, in some cases, delivering activities across a small number of focus areas where we believe charitable funding can secure significant impact. Our commitment to these areas dates back many years, as we understand that long-term investment and development are often needed to create significant, sustainable change. We consider clearly defined aims, pragmatic methodologies and the potential for impact as far more important than the length of a grant.

Our aims in each of our main areas of interest are given below.

- **Plant Science**
- **Neuroscience**
- **Science and Engineering Education**
- **Africa**
- **Public Policy**
- **The Arts**

Our work in Science and Engineering Education

Our work in this field is focused around four objectives:

1. To support the reform of technical education:

- (a) by supporting the development of high-quality, post-16 technical qualifications and apprenticeships
- (b) by ensuring appropriate infrastructure is in place to deliver high-quality technical education

2. To address shortages and mismatches in STEM skills in the workforce:

- (a) by using data and research evidence to inform policy on the supply of technicians and improvements in STEM education and training
- (b) by promoting greater recognition of the importance of technicians to modern society

3. To support improvements in the quality of career guidance

4. To support good science and maths education in schools

Information on all of Gatsby's work, including our activities to support these education objectives, can be found on our website at www.gatsby.org.uk. In addition, and with particular relevance to this post, visit www.technicians.org.uk for information on Gatsby's Technicians Make it Happen campaign.

Events Officer – Job scope

We are looking for a motivated self-starter to join our small communications team. As Events Officer in the Science and Engineering Education team, you will be expected to hit the ground running, with responsibility for the operational planning and delivery of stakeholder and public policy focused events, larger events for the general public and management of a photography exhibition touring the UK.

Terms

We are seeking to make a fixed-term contract for two years, but we are willing to consider other arrangements. We expect the post-holder to be flexible and will consider alternative working arrangements, such as primarily working from home. We wish the successful applicant to join our team as soon as possible.

Salary & benefits

The starting salary for the post will be in the range £30,000 - £35,000 per annum, according to the experience and skills of the successful candidate. Other benefits include: a 12% employer contribution to pension; private medical insurance; death in service cover; and interest-free annual season ticket loan.

Responsibilities

- ◆ Development and management of the annual events programme to reflect the aims of the programme strategy
- ◆ Running of a diverse range of events targeted at a variety of audience including policy makers and young people
- ◆ Recruiting and supporting speakers for events – drafting and circulating correspondence, and being the main point of contact throughout the speakers' involvement
- ◆ Creating tailor-made identity and experiences for each event
- ◆ Stakeholder profiling for each event
- ◆ Working with colleagues to identify target audiences, develop, and deliver an effective communications campaign for each event
- ◆ Setting event budgets and forecasts for all events for the duration of the programme period
- ◆ Completing risk assessments for events
- ◆ Leading on a review of the events programme and making recommendations for future events activity

Essential skills and experience

- ◆ Excellent administrative skills
- ◆ Excellent organisational skills
- ◆ Strong writing and proofreading skills
- ◆ Strong interpersonal and communication skills
- ◆ Strong budgeting skills
- ◆ Strong MS Office IT skills
- ◆ Experience of executing stakeholder events

Essential abilities

- ◆ Able to deal with enquiries with professionalism and initiative
- ◆ Able to communicate and work effectively with other individuals & organisations
- ◆ Able to meet deadlines under pressure, often balancing conflicting priorities
- ◆ Able to work largely self-sufficiently, including the potential for remote working (ie without the need for the significant support structures often found in larger organisations)

Essential personal characteristics & circumstances

- ◆ Creative and self-motivated self-starter
- ◆ Enjoys working as part of a small team
- ◆ Willing to work flexibly with constantly changing priorities
- ◆ Able to travel to meetings and events around the UK, sometimes including overnight stays
- ◆ Able to be flexible about working hours
- ◆ A team player who is willing to undertake the organisational and practical elements of effective events management
- ◆ Dedicated and enthusiastic about executing events with impact

Desired experience

- ◆ Relationship management with employers
- ◆ Experience of running largescale events for young people