



COMMUNICATIONS AND EVENTS OFFICER

NLGN has been the leading think tank for local government, communities and public services for over twenty years. We seek to significantly improve lives by encouraging more creative, collaborative and self-determining places and organisations. We do this through thought leadership, networking and sharing of best practice and ideas.

JOB OUTLINE

- The role is responsible for promoting and disseminating the results of research projects, as well as promoting the core values and direction of the organisation.
- The role is made up of 4 key aspects:
 - **Events:** Organising roundtables and launch events for research projects, including finding appropriate venues, inviting speakers and attendees, and working with the research team on the structure of the event. Working with the Head of Membership to organise events for our network, including thinking of creative ways to increase engagement and learning outcomes.
 - **Media communications:** Working with national and sector press to secure coverage for research. To come up with creative ways to build the reputation and profile of the organisation. To monitor media activity, and suggest responses where appropriate.
 - **Government relations:** To work with policy officials in Whitehall departments to influence government policy for the benefit of local government. To assist with the development of the strategy of working with officials and councillors in local government to maintain our network, and to help our research recommendations be adopted.
 - **Digital communication:** To use social media to promote NLGN's work, and to engage with a wider audience, contributing to the conversation on local government. To use online communication in a creative way to engage our members and a wider audience, such as webcasts and online networks. To use infographics and other eye catching visuals for engagement.
- To recruit and line manage interns.

LOCATION: Central London

SALARY: £24k-£28k PA depending on experience

This role sits within the External Affairs team, and is line managed by the Head of External Affairs.

LEAVE AND WORKING HOURS: We operate a highly flexible policy on working hours and leave. The NLGN team's core working hours are 10am to 4pm, but around this staff are trusted to determine their own working hours and leave, consummate with the fulfilment of their job goals to the highest level of excellence. To ensure well-being, NLGN staff are expected to take a minimum of 25 days leave each year and work no more than 35 hours a week.

WELL-BEING: NLGN is extremely committed to staff well-being. Working long and late hours is actively discouraged and all staff at NLGN are committed to creating a pleasant, friendly and supportive environment in which to work.

PENSION: NLGN will contribute 4% to the NLGN group personal pension scheme, subject to the Employee contributing at least the same proportion of salary to the scheme. This benefit cannot be substituted for any other benefit.

PROBATION AND NOTICE: This role is subject to a three-month probationary period and a month notice period.

If you would like to discuss the role or recruitment process please feel free to call the NLGN Head of External Affairs, Claire Porter, for an informal and confidential conversation on 020 7148 4601 or email cporter@nlgn.org.uk

PERSON SPECIFICATION

- This role is open to people with a range of communications and events experience. As the role encompasses events, traditional media communications, government relations and digital communication, experience in more than one area is preferable but does not necessarily have to be in all areas. Training will be given in less skilled areas. More important is the demonstration of creative ways of promoting and disseminating the NLGN message.
- NLGN has three core values: creativity, collaboration and self-determination, which underline everything that we do. Candidates will be expected to demonstrate experience and commitment to these values.
- Candidates must be able to demonstrate the ability to work independently on a number of projects, keeping to project deadlines.

- Good interpersonal and organisational skills, with particular emphasis on collaboration and working well in a team.
- A reasonable understanding of local government or public services in England and the wider policy context would be advantageous.
- We would expect applicants to have at least 2 years of relevant experience for this role.

RECRUITMENT PROCESS

We want to recruit people who embrace and exhibit our three core values of creativity, collaboration and self-determination as well as having the potential to achieve excellence in job specific skills.

Applicants should apply with a CV, and a cover letter that highlights how their experience fits with our three core values of **creativity, collaboration** and **self-determination**.

Applicants should also submit a writing sample – this could be a previously drafted blog, press release, communications plan, event invitation, or any other representation of your work.

Successfully short-listed candidates will then have a series of conversations with members of NLGN staff. Each conversation will explore the core values and job specific skills. We also aim to get to know you as a person and allow you to get to know NLGN.

Applications should be sent to recruitment@nlgn.org.uk

NLGN is very strongly committed to being an equal opportunities employer. We don't just 'value diversity', we think it is central to what makes for a high impact, successful organisation.

If you have a disability and need any assistance applying for this role please do not hesitate to contact recruitment@nlgn.org.uk