

Events & Network Officer

Job description and person specification



Summary

Type: Permanent, Full time (35 hours per week, excluding lunch hours)

Salary: £24,000 - £28,000pa dependent on experience

Reporting to: Head of Network

Location: NLGN's offices in central London, with the possibility of occasional remote working

Benefits include: 25 days annual leave, 4% employer contribution to the organisation's workplace pension scheme.

About NLGN

The New Local Government Network (NLGN) is unique. Unlike other think tanks we directly influence both national policy and front-line service delivery. This is because we are rooted in the real world of public service delivery, through our growing network of 50 local authority members, to transform the way they work.

In addition, we have a clear and radical long-term vision of change, recently launched in our influential paper, [The Community Paradigm](#), which seeks to revolutionise the public sector by giving communities real power over how their public services are delivered.

About the role

We are currently looking for a someone to help us develop and deliver our programme of innovative events as well as grow our network and deepen our engagement with current members.

This post-holder will report to NLGN's Head of Network and work closely with our External Affairs Officer, with whom they will share responsibility for event delivery. If successful, you will be part of a small, dynamic team of 15 people, based in our vibrant and busy shared working space in Victoria, Central London.

Main responsibilities

- Work with other team members to develop and deliver innovative and engaging events for our membership and beyond
- Creatively input into the format, content and logistics of NLGN's events to further increase their appeal and utility to participants
- Support fundraising for events through developing relationships with our corporate partners and encourage partnership opportunities

- Proactively and positively manage event stakeholders, including partners, sponsors, and other team members, before, during and after events
- Creatively use our social media channels, sector-wide contacts and other resources to generate interest in our events and encourage participation in them
- Use event feedback and follow-up to refine NLGN's event offering
- Work with the Head of Network to develop and send regular membership communications
- Be responsible for coordinating, and data inputting into, our membership CRM database (CiviCRM)
- Use our database, among other sources, to help identify opportunities to engage with members and potential members of our network
- Attend, with colleagues, meetings with current and potential member councils and organisations
- Respond to regular queries, ideas and proposals from our members
- Work with our finance team to make sure that invoices are issued and paid in a timely fashion
- To be an ambassador for NLGN at our events and others, supporting the delivery of NLGN's vision and ensuring that the organisation's profile and reputation are maintained and enhanced
- Find and use opportunities to contribute our wider work, including through authoring blog posts and attending outside events
- Undertake other reasonable duties as specified by the Deputy Director or the Senior Management Team, and to contribute to the corporate activities of NLGN

Person Specification

Our ideal colleague for this role will:

- have a passion for excellence and will never settle for second best
- be a constant source of new ideas and open to radical ideas from their colleagues
- flourish in an environment of autonomous working and speedy decision-making and be trusted by their colleagues to make the right calls
- be eager to share their plans and work openly with other members of NLGN staff in a spirit of collaboration
- understand the importance of a systematic approach and excellent record-keeping, and never be afraid to get pitch in with the rest of the team
- be optimistic, supportive and fun to work with

The successful candidate will be able to demonstrate:

Knowledge	Essential	Desirable
Understanding of NLGN's work and how membership organisations operate.	✓	
Understanding of how local government works		✓
Skills		
Excellent written and verbal communication skills	✓	
Excellent interpersonal skills and the ability to engage and build relationships with stakeholders from all levels	✓	
Excellent IT skills, including web, MS Office and Google Docs	✓	
The ability to manage projects within a fast-paced and busy environment and to juggle competing deadlines	✓	
Experience and qualifications		
Experience of using a relational databases (preferably CiviCRM)	✓	
Experience of building purposeful relationships with external and internal stakeholders.	✓	
Experience developing and delivering event ideas	✓	
Experience of organising and facilitating events	✓	
Varied experience in administration roles and/or customer services	✓	
Proven ability to manage own workload, manage conflicting deadlines and deliver to targets/objectives	✓	
Personal attributes		
Empathy with the values of NLGN - creativity, collaboration and self-determination - and our vision for transformed local government.	✓	
Positive, enthusiastic, outgoing and resilient	✓	
Highly motivated and goal-orientated	✓	
Ability to use own initiative and pay close attention to detail; capable of hands on problem-solving, with ability to generate ideas and solutions.	✓	
Willingness to work occasional evenings and weekends with resultant time off in lieu	✓	

Recruitment process

To apply for the role please send a CV and covering email of no more than 400 words describing your suitability to recruitment@nlgn.org.uk. All applications should be received by 12 noon on Tuesday 28 May. Interviews will take place Thursday 6 June at NLGN's offices.

NLGN is 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. We positively encourage you to apply.

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

Other details

Leave and hours: We operate a flexible policy on working hours and leave. The NLGN's team 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, full-time 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 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. This benefit cannot be substituted for any other benefit.

Probation and Notice: This role is subject to a three-month probationary period and a two month notice period.

If you would like to discuss the role or recruitment process please feel free to call Richard Nelmes, NLGN's Head of Network, for an informal and confidential conversation on 020 7148 4601 or email rnelmes@nlgn.org.uk.