

Engagement and Events Officer

Experience, skills and attributes

Essential

- Minimum 2 years working in communications and/or engagement
- Experience implementing communications, engagement and marketing plans to support wider communications and organisational objectives
- Events management experience
- Experience of setting up and running online meetings and/or events
- Experience of managing social media channels (copywriting, content development, scheduling, monitoring and evaluating)
- Experience of content creation for digital channels
- Strong interpersonal and communication skills
- Competent using CMS system(s) for website management
- Time management skills, ability to manage conflicting priorities and prioritising workload under pressure under pressure and to deadlines
- Ability to develop information resources (online and offline)
- Highly proficient in packages including Microsoft Office, Excel, Trello, PPT and Adobe IT
- Flexibility and ability to manage a mixture of different types of working
- A commitment to human rights
- Willingness to work in a co-productive way with people with lived experience

Desirable

- Experience managing and running hybrid events
- Experience with CRM management systems such as Salesforce
- Experience with events software such as Cvent or Whova
- Competent in creating Easy Read materials

Person Specification

- The ability to work effectively within a small, busy team
- Ability to work under pressure, and plan, manage, and adapt own workload
- A flexible, proactive and problem-solving approach to work
- A motivated attitude and ability to work on own initiative
- Willingness to travel and work flexible hours as required by the role
- Fit to undertake the duties of the role