



Dear Candidate,

Thank you for your interest in the role of Events Manager at the Chartered College of Teaching.

The Chartered College of Teaching is the professional body for the teaching profession and represents more than 45,000 members across the country, reaching more than 3 million students.

We are working to celebrate, support and connect teachers to take pride in their profession and provide the best possible education system for teachers and children. We are dedicated to bridging the gap between practice and research and equipping teachers from the second they enter the classroom with the knowledge and confidence to make the best decisions for their pupils.

Through Chartered College of Teaching membership, teachers have access to a wealth of research, resources and insight to enable excellent teaching. By bringing the profession together and giving teachers a platform for their voices to be heard and their expertise to be respected, we can raise the status of teaching together.

The Chartered College of Teaching is seeking to recruit an exceptional Events Manager to join our growing and dynamic team. Reporting to the Head of PR & Communications, this is a fantastic opportunity to be part of a high performing team with an organisation that keeps going from strength to strength. The successful candidate will manage the planning and delivery of the events programme for the Chartered College, with a particular focus on developing our growing offer of webinars and digital content for members, programme participants and across the profession. They will also support the development and management of our local member networks.

We are looking for a highly capable and driven individual with the skills and experience to produce high quality work within tight deadlines for this busy role.


For more information about joining the Chartered College, please watch this short video from Dame Alison Peacock (CEO).

The Royal Charter for the teaching profession was originally granted in 1849 to protect and serve teachers. In July 2017, this Royal Charter was transferred to a new professional body – the Chartered College of Teaching. The Chartered College of Teaching is a fast-growing charity making the transition from ‘start-up’ to a sustainable, impactful, high-profile organisation. The Chartered College of Teaching is the professional body for teachers in England. We are working to celebrate, support and connect teachers to take pride in their profession and provide the best possible education for children and young people.

Vision: Teachers are working in a research-informed way to provide the best possible education for children and young people.

Mission: We celebrate, support and connect teachers to deliver world-class teaching benefiting pupils and society. Together we will raise the status of the teaching profession.






By raising the status of teaching as a profession, we aim to create a world where highly skilled, passionate and competent people become the visionary and inspiring teachers of the future.

We look forward to hearing from you.

Yours sincerely,



Professor Dame Alison Peacock, Chief Executive



Job Title:	Events Manager
Location:	Office based (central London) with flexibility to work from home (in line with all COVID-19 restrictions)
Hours:	35 hours per week
Salary:	£30,000 per annum (dependent on experience)
Contract:	Permanent, full time
Reports to:	Head of PR and Communications

About the Chartered College of Teaching

The aim of the Chartered College of Teaching is to improve the quality of education for children and young people. We support teachers, champion great teaching and raise the status of the profession so that teachers are working in the most effective, informed way to provide the best possible education for children and young people now, and in the future. We are an employer committed to the safeguarding of children and young people.

Diversity and Inclusion

The Chartered College of Teaching is committed to ensuring that our workforce is truly representative of all sections of society and that each employee feels respected, heard and able to give their best. To ensure inclusion and engagement for all, the Chartered College of Teaching is committed to helping each employee always feel celebrated, supported and connected. We recognise the value that diversity adds to our work and organisation and welcome applications from candidates regardless of their sex, sexual orientation, gender identity, marital status, race, colour, ethnic or national origin, religion, age or disability, and, in particular, we encourage applications from BAMER people that are currently under-represented in our workforce.

Proud to be a Mindful Employer

We have made the ongoing commitment to be a certified member of the NHS Mindful Employer Network and are proud to have signed the 'Charter for Employers Positive about Mental Health'.



The mental health and wellbeing of our staff is a priority for us at the Chartered College, and we take seriously our responsibility to be an indiscriminatory employer. All Chartered College employees have free access to the Mindful Employer Plus Advice Line, which provides access to trained counsellors for support with any matters that people may be struggling with, in any aspect of their work or personal lives. You can learn more about this and what it means to be a part of the charter at www.mindfulemployer.net.

About the role

The culture at the Chartered College is friendly and fast paced – we are constantly challenging, testing and adapting the way we do things. We are growing as an organisation and adapting to the needs of our members and the profession. We are looking for an Events Manager who will be responsible for the continued growth and development of the digital engagement built up in the last 14 months, maintaining key face to face events, whilst adapting and supporting the development of our networks and events for the future.


Reasons why this role could be great for you

- You will be the expert lead across the organisation and, with external stakeholders, be responsible for the management and delivery of a range of events and webinars

- You will work collaboratively with many of the team across the business to identify and develop the event content and programmes, including our CEO, COO, Directors of Education and Research & Membership, Heads of Membership and Communications, and the teams across membership, chartership, research, journal and communications
- You will work with external stakeholders to support speakers and other event supporters including our members, partners, sector organisations and key individuals across the education profession
- You will build your knowledge in the specialist areas of digital events, member networks and membership events such as AGMs and recruitment
- You will be helping to grow the first professional membership organisation for the teaching profession and be part of the team driving the organisation forward at this exciting time for the future of the Chartered College

Main Responsibilities

- Plan, project manage and deliver high-quality events of different types, with a particular focus on digital delivery, including round-tables, panel discussions, general meetings, lectures, training and assessment days that engage and have an impact on attendees
- Work effectively with colleagues to deliver events & webinars that meet different needs and for different types of membership and the profession
- Manage the technical delivery and production of digital events and content, ensuring support and training for speakers and panel members, with a smooth journey for attendees
- Develop, manage and implement processes to ensure all events and activities are smooth-running, cost-effective and efficient, whilst managing the events budget
- Ensure compliance with all requirements for events including GDPR and health and safety, with appropriate risk assessments completed
- Ensure the brand and reputation of the Chartered College are upheld in all events and webinars, and that our events are diverse, inclusive and accessible
- Support the promotion and marketing of our events, providing leads and recommendations for sponsorship where appropriate
- Use a range of data sources (for example event data, website analytics, evaluation surveys, member surveys and focus groups) to evaluate the effectiveness of the events strategy and use this to inform future development
- Establish relationships with key contacts in the industry, and attend education events to develop strong networks and gather content.
- Work in collaboration with partners to co-host events that are suitable for members, and to support regional network events
- Coordinate and manage the work of network leads, ensuring that all network events and activities are of high quality, and work with colleagues to design and provide training, resources and communications to support the work of network leads
- Working with the Director of Membership, support the development of plans for networks and special interest groups for the future
- Arrange and participate in meetings, including the weekly team meeting, and other activities as required
- Attend and participate in CPD learning activities and training to maintain and develop your knowledge and skills
- Perform other activities as and when required in order to fulfill the purpose and requirements of your role.



About you

Skills/Characteristics

Knowledge, Qualifications and Experience:

- Knowledge and understanding of event management, including event marketing and sponsorship
- Experience of designing and delivering quality events at different scales and for different purposes
- Experience of managing webinars and digital content
- Experience of project management and budget management
- Experience of coordinating the work of a wide range of stakeholders, including speakers, volunteers, sponsors and others
- Knowledge and understanding of the education sector and current issues affecting the education landscape (desirable)
- Knowledge and understanding of membership bodies (desirable)
- Experience of partnering with or supporting other organisations to plan and deliver high-quality events (desirable).

Skills/Characteristics:

- Highly effective organisational skills, with ability to work independently and manage a demanding and varied workload
- Strong verbal and written communication skills
- Creative, with the ability to conceive original and innovative ideas and approaches to engage members
- Excellent interpersonal skills, with ability to network and build and manage relationships with diverse groups
- Excellent attention to detail, able to monitor progress and ensure reporting is thorough and reliable
- Flexible approach, with the ability to adapt to and embrace change
- Self-motivated and driven
- Calm and resilient, with ability to work well under pressure
- Focused on quality, with ability to produce high quality output within tight deadlines
- Adopts a professional and responsible approach.

Application Process

To apply for the role you will need to upload your CV and a maximum 1 page cover letter explaining why you are the right candidate for the role and notice period at

<https://apply.workable.com/chartered-college-of-teaching/j/A67D1EF4DE/>


Timetable

Applications invited by 9am on 6th August 2021

First round interviews: w/c 9th August 2021

Second round interviews: w/c 16th August 2021

These dates may be subject to change.



We encourage you to apply promptly as we will be reviewing applications as they are received and may complete the process earlier than expected if an excellent candidate is identified at an early stage.

Your Personal Data

As part of any recruitment process, the Chartered College of Teaching collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Pre-employment checks

All conditional offers of employment are subject to:

- Two satisfactory references
- Proof of qualifications
- Eligibility to work in the UK

Queries

If you have any questions or queries about this role or encounter accessibility issues that prove to be a barrier in applying for this role, please contact Keeley Josling at recruitment@chartered.college

Additional Information

To accurately understand if we are truly reaching a diverse audience, we ask if you would kindly complete this form so that we can capture important diversity data. Filling in this form is voluntary; the information in this form is for monitoring purposes only. Please click on this [link](#) to complete the anonymous questionnaire.



The Chartered College of Teaching's benefits

The Chartered College of Teaching offers several core benefits to all employees,:

- Location: Central London. We offer flexibility for some home working.
- Pension: The Chartered College offers a competitive 8.5% employer contribution to the NEST pension scheme.
- Annual leave: The Chartered College of Teaching offers a generous holiday allowance of 28 days (pro-rated for part-time staff) in addition to the normal bank and public holidays, additional birthday leave (1 day) and winter office closure (3 days).
- Flexible working: Flexible working may include but is not limited to: some working from home, flexible working hours (e.g. hours different to the 9am-5pm standard contract hours), compressed hours and part-time working.
- Travel: The Chartered College of Teaching offers an interest free loan for a season ticket.
- Cycle to work scheme: The Chartered College of Teaching provides a tax efficient way to purchase a bicycle.
- Training and Development: The Chartered College of Teaching encourages all employees to engage in professional development to support development needs and regular 1:1 meetings with your line manager reflects our strong commitment to wellbeing and personal development
- Weekly organisational team meetings allow us to work collaboratively and:
 - Reflect on all aspects of the business
 - Present on projects and update the team together
 - Invite external speakers to address specific topics