



Events Officer

Job Description

Join our team as an Events Officer, helping us to support teachers, champion great teaching and raise the status of the profession by coordinating the day-to-day delivery of our webinar and events portfolio.

Full details of the role are set out below but you can find a 2 minute, captioned, audio description of the role [here](#).

Job Title	Events Officer
Reports To	Head of Research and Policy
Salary	£29,000 per annum (FTE)
Contract	Permanent, full-time (part-time can be considered) with options for flexible working
Hours	A full working week is 35 hours and we offer flexibility with hours. For part-time we can consider 28 hours per week (0.8 FTE). We are open to discussing flexible working options and how these hours are spread across the week.
Benefits	Flexible working, generous annual leave, 8.5% employer pension contribution, Paycare, individual and team professional development/learning budget. A full list of our benefits can be found here .
Based	Hybrid. Currently once a week in the office (based in central London) is required. The role will need to travel to events as required and will require flexibility with start and finish times as some of our events and webinars run at evenings and weekends.
Start date	January 2025 or earlier depending on availability
Deadline and interview	Applications will close on Friday 29th November 2024. Interviews will be scheduled for 28th November and 5th December but we will be reviewing applications on a rolling basis so we will interview as soon as a suitable candidate is identified. Interviews will consist of a task and competency-based interview.
Application	Please apply here by uploading your CV and cover letter. Please use the guidance when writing your cover letter. 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.

The Organisation

The [Chartered College of Teaching](#) is a charity and the professional body for teachers. We are working to empower a knowledgeable and respected teaching profession through membership and accreditation.

We are dedicated to bridging the gap between practice and research and equipping teachers from the moment they enter the classroom with the knowledge and confidence to make the best decisions for their pupils.

We are a growing and multi-skilled team of 30 people, supported by a Board with a significant track record of experience in a range of fields. Our business plan focuses on growing membership and Chartered Status and providing meaningful professional learning opportunities for the teaching profession. The events portfolio is an important part of achieving this role.

The Opportunity

Are you ready to help us take the events portfolio at the Chartered College of Teaching to the next level? Following an in-depth evaluation of past events, we have developed a brand new events strategy and are looking for someone who can help us turn our ambitious plans into reality.

The Events function at the Chartered College plays an important role in attracting new and engaging existing members. The Events Officer works closely with colleagues across the whole team to organise a portfolio of online, hybrid and in-person events.

The majority of our events are online, including webinars and virtual roundtables, so you will need to be comfortable with technology. In addition, we hold a range of face-to-face and high-profile celebratory and formal events including graduations, lectures, our AGM, Fellows' events and roundtables. The Events Officer will:

- be responsible for liaising with venues, speakers and sponsors as the first point of contact for all event enquiries
- manage the planning and delivery of a range of webinars and in-person events, including professional development and policy events, annual lectures and graduations
- manage the upload and distribution of event recordings
- manage relationships with external stakeholders relating to events, including marketing and sponsorship
- monitor the events budget under the supervision of their line manager
- support the team's attendance at external events by preparing marketing materials and liaising with event organisers
- support Fellows with the organisation of local events
- provide excellent customer service to our members, attendees and external partners, ensuring that the brand and reputation of the Chartered College are upheld in all webinars and events
- will feel comfortable communicating with and writing for a wide range of audiences
- ensure that our events are diverse, inclusive and accessible to all
- work collaboratively with team members on all events
- help to grow the professional membership organisation for the teaching profession and be part of the team driving the organisation forward
- implement and evaluate a series of exciting new event formats
- be provided with the time and support to engage in your own professional development.

About You

You do not need to have expertise in absolutely all areas, let us decide! We are committed to creating a diverse and inclusive environment and encourage you to apply. We're looking for

someone who is motivated by our mission and passionate about delivering high-quality events. Systems you would be using include Zoom, Eventbrite, Excel and Salesforce.

Skills and experience:

- experience of planning and delivering high-quality events (online/hybrid/in-person), using Zoom or similar
- experience of using EventBrite or similar, to manage ticketing
- experience of Salesforce or other CRM systems
- ability to work independently as well as collaboratively as part of a team, cultivating positive relationships with stakeholders and colleagues
- experience of writing events information and listing on a website, for example on Wordpress
- intermediate/advanced skills in MS Excel or other spreadsheet / data software
- knowledge of GDPR and how it relates to the storage, retention and use of personal data

Why Us?

As an organisation we care deeply about creating a working environment that supports our people to grow personally and professionally. These are reflected in our [organisational values](#) which outline the distinctive working culture we are looking to create. In particular, these values are reflected in our commitment to:

- Flexible working: responsive management, flexible hours, hybrid or fully remote working
- Professional development, including formal and informal training and support
- Transparency and ownership: we have an open culture that ensures all staff guide our strategic direction
- Mental health and wellbeing: access to health and wellbeing advice and health cash plan.

Diversity and inclusion at the Chartered College

As a growing organisation we are committed to:

- Becoming increasingly representative of the sector and geographies that we operate in
- Providing a positive experience of work as part of an inclusive culture led by our organisational values
- Maintaining an annual EDI action plan - led by the internal team.

What to expect from the recruitment process

- All applications are anonymised until the point of interview
- Line Managers trained in recognising bias
- We implement a standardised interview template and competencies matrix for a fair and transparent process
- All interviews are conducted via Zoom and the use of camera is optional.

If you require any adjustments in order to proceed with an application please make a request to recruitment@chartered.college.

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

Your Personal Data

As part of the 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.

We are an employer committed to the safeguarding of children and young people.