



Job title: Head of Events

Salary and conditions: Commensurate with experience. This is a full-time role based in Westminster, London.

Policy Exchange is one of the UK's most influential think tanks which has helped to shape the policy debate with many of our policies being taken up by government and political parties. As Head of Events you have the opportunity to shape and influence the political debate at the highest levels. The role requires an experienced events manager to lead a small in-house team in the delivery of an exciting and topical rolling programme of events. One of the key functions of the role is the planning and implementation of Policy Exchange's Party Conference high impact fringe events programme. This will require you working with a diverse mix of politicians, policymakers, business people and academics. You will need to be able to produce ideas for new events; secure funding for our work; and to help to maintain and enhance the profile of our work.

To be a strong candidate you would have:

- Experience of organising a wide range of events including seminars, debates and parties for key stakeholders and high level contacts.
- The ability to identify interesting issues, and work with researchers to identify and secure high profile participants
- A strong interest in political issues and public policy
- Experience of project management and the ability to oversee and inspire more junior staff
- Previous experience of fundraising

JOB DESCRIPTION

- Management and delivery of events programme from conception to completion
- Liaising with and providing advice to internal clients and external sponsors
- Organising panel discussions, roundtable meetings, lunches and dinners, networking receptions for delegate numbers from 20 up to 500 plus
- Securing and liaising with speakers
- Developing an effective marketing strategy for the events programme
- Contracting of external venues and caterers
- Project management of Party Conference programme, securing sponsorship and managing logistics of the events
- Financial reporting and invoice handling
- Please note due to the nature of the role the applicant must be willing to be flexible with working hours due to early starts and late finishes

We welcome applications from all sections of the community. We value diversity and appoint on merit.

Closing Date: 23 December 2016

Interview/Start Dates

Application Details

Please send your CV to charlotte.duthie@policyexchange.org.uk.

Website: <http://policyexchange.org.uk>