

Senior Associate, Events

Job description

Important dates	All applications must be received by 23.59 on Monday 19 August 2019 The expected timeline for assessment of applicants is as follows: <ul style="list-style-type: none">> Assessment: 27 & 28 August 2019
Salary	£24,000 per annum
Location	Manchester
Working pattern	Full-time, 37.5 hours per week
Contract	Permanent
Reporting to	Manager, Events
Direct reports	Associate, Events
Role requirements	Includes some limited evening and weekend work, for which time off in lieu will be given. Occasional travel across the regions required.

Main objectives

This is a senior role within a team ensuring the organisation delivers events to the highest possible standard, balancing budget, internal 'client' requests and delivery constraints. The Senior Associate, Events will work with Managers to support the leadership of a portfolio of programme, assessment and other events across the organisation, ranging from small 2-3 hour training sessions for 20 people to large, 10-day long residential conferences for hundreds of delegates to high-profile, external conferences with a number of VIPs. They will be responsible for leading Associates and other staff to not only meet the specification/brief but to also offer innovative ways to bring the events to life whilst striving for value for money at all times. The Senior Associate, Events will also support the wider events team with feedback on the way in which we plan, run and evaluate events and practical improvement suggestions. They will also work as part of a peer group responsible for supporting the strategy, policies, processes and culture of the whole events department.

Key responsibilities

- > Support the running of high quality events that create a consistently great experience for all involved and drive forward our mission
- > Plan and deliver events independently to brief, managing to a budget, and work as a team to plan and deliver larger and more complex events, including handling complex multi-point travel logistics and seeking value for money at all points
- > Build relationships with external suppliers and carry out necessary venue research etc. to anticipate challenges and ensure that events are delivered to a consistent and high-quality standard
- > Handle event logistics such as booking and arranging venues, catering, printing and couriers (and other suppliers as required), ensuring individual participant and facilitator requirements are met, including raising purchase orders and processing invoices
- > Attend events where requested, delivering event support including use of technology where necessary and live troubleshooting
- > Collate and analyse event feedback data as required identifying improvements and action plans
- > Track attendance and maintain up to date records of attendance and of suppliers (including contract management) on shared systems
- > Work with Participant Support and Marketing and Communications teams to ensure that participants receive clear, accurate and timely messaging about events
- > Line management and development of Associates
- > The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post

Person specification

Essential

The ideal candidate will possess the following qualities:

- > A strong commitment to helping educators serving children from disadvantaged backgrounds to keep getting better
- > Line management experience with the ability to lead and empower small teams, including holding people to account whilst supporting their development
- > Ability to use own initiative to respond positively to change and/ or to challenging situations with a desire to seek solutions and make improvements
- > Ability to manage own complex workload, using project management experience where appropriate
- > Ability to liaise successfully across departments, working in a matrix style
- > Excellent communication skills, tailoring and using different approaches relevant to different stakeholders
- > A commitment to very high-quality delivery, spotting things that others do not
- > Budget management – deliver events on budget and use creative/innovative solutions to drive best value for money

Desirable

- > Experience of event delivery across a range of different events, from small to large, multi-faceted events
- > Experience of building culture and ways of working within a team

This post is subject to receipt of two satisfactory references and right to work in the UK.

Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.

This job description does not form part of your contract of employment. You may be required by the company to undertake any duties within your skills and capabilities which the company reasonably considers necessary to meet business needs.

Work for us

Do you share our vision of an education system where every child can thrive, no matter what their background?

It couldn't be a more exciting time to join Ambition Institute. We're a new, bold organisation formed from the merger of two education charities, Ambition School Leadership and the Institute for Teaching.

Through our suite of programmes for individuals and organisations, we're able to support educators at every stage - from new teachers through to executive leaders of groups of schools.

We are looking for people who:

- > Are as passionate as we are about our vision and mission
- > Embody our values of: WORK FOR THE TEAM, OWN YOUR ROLE, and KEEP GETTING BETTER
- > Bring fresh thinking and creative solutions

Our divisions

The **Partnerships** division manages relationships with individual leaders, schools and the wider education system and is made up of three teams:

- > **Marketing & Communications** leads on attracting and retaining the very best participants to our programmes, communications to engage and inform stakeholders, and relationship management of government bodies.
- > **School Partnerships** manages relationships with individual leaders, schools and the wider education system, with a focus on the areas of the country most in need of support. This team supports programme participants with tailored care throughout their programme journey from application and assessment to alumni.
- > **Business Development and Fundraising** develops new programmes and products, build partnerships with funders and support long-term sustainability.

The **Programmes** division designs and delivers high quality development for teachers and leaders. The division is made up of five departments:

- > **Learning Design** shapes the curriculum and content for all programmes
- > **Teaching Programmes** leads programmes supporting teachers and leaders to improve the quality of their and others teaching, including our innovative whole school Transforming Teaching programme
- > **School Leadership** supports school leaders to drive change and whole school improvement, at middle leadership and headship, including our flagship Teaching Leaders and Future Leaders programmes.
- > **Executive Programmes** works with Executive headteachers and Multi Academy Trust CEOs, who want to transform their schools and deliver MAT-wide impact.
- > **Programme Operations** provides logistics and delivery support for the division, manages the accreditation of programmes and oversees research and evaluation.

Operations ensure that the organisation operates effectively. The division is made up of four teams:

- > **Executive Assistants** collaboratively enable Directors across the organisation and have responsibility for ensuring that our governance structures are adhered to.
- > **Finance** develops annual budgets and forecast future expenditure, as well as ensuring that day to day expenditure is tracked and approved.
- > **Human Resources** is responsible for our people, from recruitment, development opportunities and support for all employees throughout their time with us.
- > **Technology** ensures that the organisation has the technology that teams need to perform effectively. This includes both internal systems and those used by our participants.
- > **Data and Continuous Improvement** works collaboratively to ensure that the organisation has the data and processes to work effectively and make decisions, and supports with reporting to both internal and external stakeholders.

Our offer

We are happy to be able to offer you:

- > Agile working - a dynamic and flexible internal culture that gives employees control over the way they work and supports wellbeing
- > A competitive annual leave entitlement of 25 days, plus bank holidays
- > A generous employer pension contribution of 11% (10% pension plus 1% NI rebate)
- > Competitive salaries rates and life assurance
- > Access to an interest free season ticket and bike loans, as well as eyecare vouchers
- > An Employee Assistance Programme (EAP) which provides confidential support for employees on personal or work-related matters.
- > A robust learning and development offer that ensures your continuous professional development

How to apply

To apply for any of our vacancies please email jobs@ambition.org.uk with the following:

- > An up-to-date CV, no more than two pages in length
- > A cover letter – up to one page – which **must** include why you are interested in the role and any dates you are unavailable for interview
- > Equality monitoring form

We are committed to the safeguarding of children and the most vulnerable in our society and, as such, we are unable to employ individuals with relevant convictions, including the following: a conviction for an offence involving violence or dishonesty, of a sexual nature or against minors, or for any other offence that is relevant to the nature of the services provided by our organisation.

Unfortunately, due to the number of applications we receive at this stage we will not be able to contact unsuccessful applicants.

For any additional queries please contact us via jobs@ambition.org.uk.