



**Evidence.
Ideas.
Change.**

Application pack

Events Manager

Ref.: PAC/02/2019

Location: London

Contract: 12 Months Fixed Term

Closing date: Sunday, 31 March 2019

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ODI is an equal opportunities employer.

The Overseas Development Institute is a Charitable Company limited by guarantee:
Charity No: 228248. Registered in England and Wales: Company No: 661818.

Candidates are strongly advised to study ODI's activities and objectives before completing an application form. Further information can be found on odi.org.

An introduction to ODI

Who we are

ODI is an independent, global think tank, working for a sustainable and peaceful world in which every person thrives. We harness the power of **evidence** and **ideas** through research and partnership to confront challenges, develop solutions and create **change**.

ODI has around 240 staff, two-thirds of whom are researchers with the remainder providing a range of communications and professional expertise.

What we do

- We undertake cutting-edge research and analysis to generate evidence, ideas and solutions.
- We act as trusted, expert advisers to those making change around the world.
- We bring people together to turn ideas into action.
- We communicate our work around the world to increase its reach and impact.

Our guiding principles



We are **independent** and trusted: established in 1960, ODI is non-partisan, non-profit and evidence-driven. Our independence is the cornerstone of our credibility. It allows us to develop fresh ideas, challenge orthodoxies and take the risks we need to succeed.



At a time when the world is faced with complex dilemmas, **innovation** will be essential to finding, testing and scaling bold ideas and solutions. We will be increasingly innovative in the ways in which we bring people together, communicate ideas and increase our influence.



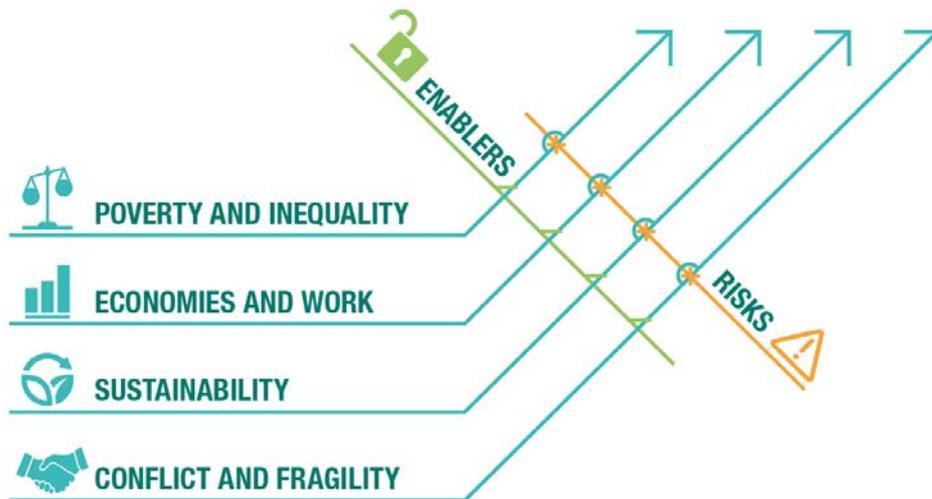
We are a **global** organisation, with staff, partners and ODI fellows in 50 countries around the world. The changes we seek require local knowledge, new relationships and perspectives, and credibility with decision-makers at both the national and international levels. We will therefore strive to broaden where we work in the world, as well deepen and strengthen our links with who we work with, especially at country level.



ODI exists to have real **impact** for those who need it most. This is at the centre of our thinking about what to do, where to go and how we measure our success.

Our work

Our work addresses four key global challenges, and explores the tools and approaches needed to enable progress and address risks.



Our values



Independence

Our work is independent from our funders. Staff are able to challenge donor thinking and policy and the wider development consensus.



High quality

We ensure best practice, innovative approaches and continuous improvement in our research, policy advice and public affairs.



Fairness, diversity and equality

We treat all staff and partners fairly and with respect.



Working together

We continuously try to foster better relationships throughout the organisation. We believe that by working together in a supportive environment, we will achieve more and have greater impact.



Transparency and accountability

We report openly on our use of public funds, and fully communicate our work to our donors, research subjects and partners.



Sustainability

We use resources in a sustainable way, conscious of our impact on the environment.

Job description

Job Title:	Events Manager
Grade:	5
Programme:	Public Affairs and Communications
Responsible to:	Head of Public Affairs
Also accountable to:	Director of Public Affairs and Communications
Responsible for:	Senior Communications Officer (Events) Communications Assistant

Overview

The Events Manager is responsible for the planning and implementation of ODI's flagship events strategy. Specifically to:

- Raise the impact and reach of ODI's institutional and programme events, ensuring that they influence key target audiences
- Use ODI events as a platform for showcasing ODI's research and ideas
- Ensure that ODI's reputation as a major convenor of debates across both developing and developed countries is strengthened and maintained
- Manage a small events team
- Identify and secure globally renowned high-profile speakers
- Secure fundraising opportunities for ODI events

Purpose of job

In line with ODI's strategic plan and objectives and ODI's communications strategy, the Events Manager will lead the development and delivery of a high-level events portfolio which will enhance ODI's effectiveness, awareness and reputation and reach new stakeholders from within and beyond the international development sector, from both developed and developing countries and regions.

Main duties and responsibilities

Develop and direct events strategy to expand and deepen the global reach of ODI and the institute's research programmes:

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- Set, monitor and maintain oversight of ODI's events strategy and objectives and originate effective work-streams to ensure that they are achieved.

Lead on planning and production of events:

- Ensure the delivery of ODI's events portfolio to a consistently high standard
- Lead on development of appropriate plans for each event and coordinate the work of the events and programme teams to deliver to deadline.
- Oversee the quality of ODI programme events in line with ODI's guidelines on style, brand and diversity
- Ensure delivery of high-quality events in developing countries and at major international summits
- Maintain ODI's *#GlobalChallenges* and *ODI in conversation* series, as well as events highlighting major global issues and key research from ODI's programmes
- Responsible for ODI's events pages and digital promotion
- Introduce creative event formats and digital tools to enhance ODI's reach
- Ensure collaboration with public affairs and communications colleagues to maximise impact of ODI events through media, digital and publications
- Instigate and build partnerships with key organisations to expand ODI's reach beyond the development sector.
- Lead on development of effective events components in project proposals

High-profile speakers

- Proactive external scanning to identify global commentators and high-profile individuals to speak on key issues and trends

Line management:

- Manage the day-to-day workload and priorities of ODI's events team, supporting in operational tasks as required
- Review resource needs and implement strategies to meet changing workloads of direct line report
- Conduct appraisals, set appropriate objectives and team/institutional priorities, and monitor performance against these
- Co-ordinate external consultants and suppliers

Supporting research teams:

- Work with researchers to shape content and develop angles for events to ensure wider reach
- Oversee the development of research-led events to ensure high-quality presentation and messages
- Ensure programme-level events production systems are 'fit for purpose' – co-ordinating deadlines with researchers, ensuring staff are expert in ODI's events processes for quality assurance
- Key interface with senior communications staff across ODI, contributing to knowledge sharing and the development and roll-out of key institutional communications processes

Proactively seek opportunities for income-generation via events, including the development and delivery of an events sponsorship strategy

Maintain oversight of ODI's event budget and lead on monthly, quarterly and annual budget planning.

Oversee the monitoring and evaluation of impact and influence of ODI events

Leading member of the public affairs and communications team

- Update ODI on key events and related policies and practices
- Participate in key institutional planning processes
- Support the development of ODI's communications expertise and impact, by playing a leadership role across the institute
- Help to shape and then implement upcoming ODI "best practice" notes
- Participate in Public Affairs & Communications planning and training events
- Ensure adherence with ODI's brand and production guidelines

Person specification

Essential

Knowledge and qualifications

- Education to at least degree level

Experience

- Substantial experience in a comparable senior events post
- Proven track record of delivering high-level events at a national and international level
- Significant communications experience
- Experience of managing a budget
- Track-record in project management
- Staff management
- Experience of developing and delivering fundraising strategy for events

Skills/abilities

- Strong leadership and management skills
- Ability to work as a constructive member of a team
- Excellent project management skills
- Use of own initiative and ability to work in a self-directed manner
- Excellent interpersonal skills including demonstrated ability to liaise and communicate with colleagues at all levels of seniority and from different cultures
- Strong persuasive skills, able to convince others' of your point of view
- Strong organizational, prioritization and 'finishing' skills
- Excellent attention to detail while also keeping an eye on the bigger picture
- Ability to work to strict deadlines and under pressure
- Ability to manage work-loads and motivate team members
- Excellent writing skills – including writing for different audiences/outlets.
- Practical website skills and good knowledge of communications through web-based tools, including social media
- Excellent IT and data management skills

Desirable

- Experience of working with international networks
- Interest in international development/humanitarian issues
- Experience in development work and within a developing country

Key relationships and contacts

- ODI Public Affairs & Communications and Programme Communications teams
- Senior Leadership Team
- ODI research staff
- External stakeholders
- Speakers
- ODI staff and other networks

All staff are expected to:

- Positively support equality of opportunity both within ODI and externally
- Help maintain a safe working environment and take responsibility for own and colleagues' Health and Safety
- Undertake such other duties within the scope of their post as may be requested by their Manager

Application process

ODI job site: <https://jobs.odi.org.uk>

Closing date: The closing date for receipt of applications is midnight, UK time, on: **Sunday, 31 March 2019**

Expenses: It is our policy to only support the travel expenses to attend an interview for those who are travelling from outside the UK. Please contact the HR Department to discuss this and to ensure their approval prior to booking.

Terms of employment

Location: ODI is based at 203 Blackfriars Road, London SE1 8NJ, UK

Salary: £40,575 to £50,466 per annum on ODI's pay structure. Starting salary will be dependent on qualifications and experience, and subject to review.

Salary will be payable by equal monthly instalments (half in advance, half in arrears) on the 15th day of each month.

Hours: 09:30–17:30, Monday to Friday, 35 hours per week.

Contract: Fixed-term All contracts of employment are subject to a Choose an item. probationary period.

Leave: 25 days per annum, plus statutory holidays and 3 days' paid leave for the office closure during the Christmas and New Year period. Maternity, paternity, adoption and parental leave. Full-pay sick leave after a qualifying period.

Pension: The Institute offers a contributory pension scheme with the Universities Superannuation Scheme (USS). www.usshq.co.uk

Union: ODI recognises UNITE and all staff have the right to become members.

Additional benefits

Loans: The Institute offers an interest-free season ticket loan on completion of probationary period.

Cycle to Work Scheme: Save up to 42% on the value of a bike and accessories for commuting, and pay monthly through your salary.

Learning and development: ODI offers a comprehensive Learning and Development programme, with training available to all staff at all levels in a range of skills areas.

Career progression: ODI provides biannual career progression opportunities to all staff, whether through our researcher career progression (promotion) route or through our non-researcher career development route.

Employee assistance programme: Confidential Health and wellbeing support.

Flexible working options: Support in maintaining a healthy work-life balance.

Maternity, paternity and adoption leave: Enhanced pay for eligible employees after a qualifying period.

Relocation: Assistance is available towards employees who have been recruited from a place outside the UK.

Other information

ODI is based at: 203 Blackfriars Road, London, SE1 8NJ.

Our offices are close to a wide range of cafes and bars, and to Waterloo, Waterloo East and Southwark stations. There are good transport connections to all parts of London.

ODI is within easy walking distance of South Bank Concert Halls, the Old Vic and National Theatres.

Please note ODI can only sponsor (senior) positions requiring a PhD, or where there is a shortage of applications. We are obliged to give priority to those who do not need sponsorship when offering a job.



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