



# Public Law Project

Information Pack

Events Officer



## What is PLP

PLP is a national legal charity founded in 1990 with the aim of improving access to public law remedies for the disadvantaged. Since its inception PLP has played an active role in the development of the law, and has helped other lawyers and advice agencies to use public law principles and redress mechanisms to help many of the most vulnerable in society. Our work has resulted not only in the direct enforcement of individual rights but also in wider improvements in access to public law justice.

We have recently published an impact report detailing key achievements for the period 2012-2016. That is available here:

[http://www.publiclawproject.org.uk/data/resources/255/PLP-5-year-Review\\_Impact\\_Report\\_1012\\_2016\\_view1.pdf](http://www.publiclawproject.org.uk/data/resources/255/PLP-5-year-Review_Impact_Report_1012_2016_view1.pdf)



## Employment information

**Job title:** Events Officer

**Contract term:** Permanent

**Location:** Central London (currently Kings Cross)

**Hours:** Full time (we will consider part time or job share for the right candidate)

**Salary:** £25,625 per annum, depending on experience and 10% pension after one year

**Pension:** 10% per annum after one year. Statutory minimum during first year.

**Leave:** A full time member of staff has 25 ordinary annual leave days each year in addition to bank holidays (usually 8).

**Probation period:** 6 months.

**Payment method:** Payment is made by electronic transfer on or shortly before the 15<sup>th</sup> of each calendar month covering payment for that same calendar month.

### **Flexible working:**

PLP is a family friendly employer. We are open to flexible working arrangements including those that will enable the post-holder to accommodate their care responsibilities.

This role may be required to attend occasional evening meetings. However, PLP recognises that post holders may have other commitments and seeks to be as flexible as possible in this regard. In addition, reasonable notice will be given of such commitments outside normal working hours where possible, and time off in lieu may be taken by arrangement.

*These details are provided for information only and do not form part of an employment contract or job offer.*

## Events Officer: Job Description

The Events Officer primarily contributes to the operation of the Public Law Project's (PLP's) events, fundraising and communications functions. These in turn support the focus areas of PLP's ambitious organisational strategy, currently planning to 2022.

The role is line managed by the Events and Resources Development Manager, though the nature of the role means that some areas of work will directly support the work other members of the Senior Management Team, such as the Director.

### Primary Duties and Responsibilities

The following is an illustrative but not exclusive list of the primary duties and responsibilities of the role.

#### *Events support*

Supporting the Events and Resource Development Manager in the administration and programming of PLP events, training and fundraising initiatives including:

- Liaison with venues, speakers, suppliers and staff to ensure the smooth running of events
- Creating events collateral such as delegate packs
- Marketing of events through emails (MailChimp), ensuring this is in line with current legislation (including GDPR).
- Management of events bookings and ticket sales (with assistance of office administrators)
- Organising delegate lists and managing delegate and speaker requirements
- Collation of feedback and monitoring and reporting on impact of training and conferences
- Maintenance of contact databases.

#### *Communications support*

Supporting the dissemination of information, maintenance and expansion of PLP's web presence and profile, including:

- Day-to-day website updates and liaising with external web design company to fix tech issues if arising
- Proofing papers, briefings and guides for publication
- Helping PLP achieve download targets
- Collating information and drafting PLP update emails (a brief newsletter), and sending to supporters through MailChimp
- Scheduling social media posts and monitoring accounts
- Monitoring PLP's appearances in media.
- Monitoring PLP's web presence through analytics etc.

#### *Fundraising and executive assistance*

Providing support to the Director and other members of the Senior Management Team if they require organisation of external events and meetings or help with funder relations including:

- Some diary management including proactive liaison with key external stakeholders such as funders.
- Helping the Director with research prior to specific meetings and events.
- Developing a portfolio of fundraising (such as open Appeals, specific appeals to support specific projects).
- Proofing and submitting grant applications

## Person Specification: Events Officer

### Knowledge, Skills and Competencies

Essential	Desirable
An interest in and commitment to the cause and values of the Public Law Project	Experience of events management
Very proficient with the use of Microsoft Office	Knowledge of communications strategy in an organisation.
Good IT skills and the ability to provide solutions to common technical issues	Knowledge of human rights, advice services, legal services
Numerate and able to do simple financial calculations efficiently and accurately	Experience of managing a range of social media platforms
Ability to self-direct and self-motivate, taking ownership of responsibilities and using discretion to act independently without close supervision whilst informing, consulting and reporting to key staff as appropriate	Knowledge of the UK NGO and charity sector, especially those charities involved in helping marginalised communities in the UK
Ability to prioritise effectively	Experience of marketing
Ability to make on the spot judgment calls when necessary (for instance during live events)	Experience of relationship management
Excellent time management skills	Experience of managing budgets
Excellent communicator (verbal & written)	Experience of updating or managing a website.
	Experience of monitoring and evaluation of training or other forms of outreach
	Experience of fundraising events and of effectively raising income to meet targets.

### Personal qualities

Essential	Desirable
Commitment to PLP's core values of equality, integrity, expertise and teamwork	Understanding of concept of 'systems change' through legal action
Attitude conducive to working in a small, charitable organisation including the willingness to take on a wide range of tasks	Ability to keep calm attitude towards work under pressure
Persuasive telephone manner able to secure meetings with VIPs key external stakeholders while maintaining professionalism at all times	
Ability to establish and maintain positive working relationships with others, both internally and with key external stakeholders	
Enthusiasm for personal and organisational development and an interest in developing own skills and contributing positively to organisational learning	
Strong attention to detail	
Willingness and ability to travel to other parts of the country, occasionally staying overnight and attending evening meetings where required.	
Right to work in the UK	

## Application process

PLP is an equal opportunities employer. We welcome applications from individuals regardless of age, disability, gender, marital status, pregnancy/maternity, race, religion and belief, sex or sexual orientation.

Candidates may ask for clarification of elements of the person specification and/or the application process, and may discuss any issues that might impact on how they would be able to undertake the work. PLP will not discuss issues that may give any candidate information that would give them an advantage in their application.

To apply please complete the application form which accompanies this information pack and send it to [hr@publiclawproject.org.uk](mailto:hr@publiclawproject.org.uk).

**The deadline for applications is 11.59 pm Sunday 14 October 2018.**

A recruitment panel will be nominated for each vacancy. The recruitment panel will use the completed application form to assess each candidate's ability to meet the essential requirements of the job as set out in the person specification using a scoring system. The highest scoring applicants will be interviewed.

**Interviews will be held on Thursday 25 October or Friday 26 October 2018 (TBC).**

Further information about the interview process will be provided to successful applicants. Interviews will usually consist of at least one practical test of your abilities relating to the role and a standard interview with a panel of at least two people. Please let us know in advance of your interview if you have a disability which may interfere with your ability to take part in a test and PLP will make reasonable adjustments to ensure the process is fair to all applicants.

Interview questions will be decided in advance based on their relevance to the job description and person specification and scored separately by interviewers. A score sheet will be set in advance, interviewers may only use information from the application form, the interview and any other assessment methods to inform their score.

Applicants who have a disability should note that our current building is located over four floors and regrettably has no lift facilities. If you have a disability which you think may interfere with your ability to do the job as described, please let us know and PLP will make reasonable adjustments both at interview and on appointment.

PLP keeps assessment records/notes for all applicants, whether shortlisted or not, for 12 months. They are stored securely and then destroyed securely after the above period.

All short-listed candidates shall be notified of their selection decision and can obtain feedback from the assessment if they request it. All such requests are dealt with by the Practice Manager who may pass them on to the relevant person if applicable.

## Equality statement of intent

As an employer, PLP will treat all employees and job applicants equally and fairly and will not unlawfully discriminate against them. This also applies to volunteers, interns and anyone undertaking work experience with PLP. Our commitment to equal treatment extends to arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotion and transfers, grievance and disciplinary procedures, demotions, selection for redundancies, dress code, references, work allocation and any other employment related activities. Specifically, PLP will endeavour to ensure that:

- I. Whenever practical, we will recruit and maintain a workforce which broadly reflects the diversity of the community in which we operate and serve. We will ensure that the style and content of our job adverts and recruitment materials convey this commitment, and always includes the statement that "The Public Law Project is an equal opportunity employer".
- II. Subject to cost, we will ensure that job opportunities are advertised widely and to diverse audiences. Where appropriate, PLP will take positive action measures to attract applications from all sections of society and especially from those groups which are under-represented in our workforce.
- III. We treat all job applicants equally and fairly and do not unlawfully discriminate against them. We do this by ensuring that we operate an open and fair recruitment process, and making decisions using selection criteria which do not discriminate.
- IV. We will take every possible step to ensure that employees and volunteers are treated fairly, with the aim of creating a culture that respects and values each others' differences, that is free of discrimination and promotes dignity, equality and diversity, and that encourages individuals to develop and maximise their true potential.
- V. We recognise our continuing responsibility to develop the potential of all employees, removing any barriers, bias or discrimination that prevents progression or full contribution to the organisation's performance. We will ensure that selection for promotion, training or other benefit is free from discrimination of any kind and is based on the employee's experience and abilities and the needs of the job.
- VI. We will make clear to all employees, volunteers and trustees that anyone who works for PLP in any capacity is entitled to be treated with dignity and respect, and that unlawful discrimination, intimidation, harassment and victimisation are disciplinary offences which will not be tolerated by the organisation and may lead to disciplinary action. We will provide clear and accessible procedures allowing allegations of such conduct to be promptly and sensitively investigated.
- VII. We will provide flexibility to employees in relation to work requirements that may significantly impact on their personal needs and responsibilities and we will seek, as far as possible, to foster a culture that ensures an appropriate work – life balance. We also aim to be aware of days of cultural or religious significance that employees may wish to observe in an appropriate manner.

## **Privacy notice**

When you apply for a job with PLP we will need to collect information about you including your employment history and contact details so that we can assess your suitability for the role and inform you about the progress of your application.

Your records will be kept securely whilst we consider your application. If your application is unsuccessful, we will keep your data until 6 months after the decision was made. If successful your recruitment information will be kept for 6 years after your last day working with us.

If you opt to provide equal opportunity data to PLP this will be anonymised and retained only as long as is necessary to record the recruitment decision against the anonymised data and no longer than six months.

We do not share recruitment information with third parties.