Public Law Project

Information pack
Senior Events Officer

LIVING WAGE EMPLOYER

disability confident EMPLOYER

Who we are

Public Law Project (PLP) is a legal and social justice charity working in England and Wales. We advance fairness in society through public law — the rules that shape how the state makes everyday decisions that affect our lives, from immigration to welfare benefits, and more.

We work with those marginalised by the state or abandoned through systemic neglect, uniting experts by lived experience with legal experts, challenging social injustice at both an individual and a systemic level. We do this through strategic litigation, research, public affairs, strategic communications, convening, events, and training.

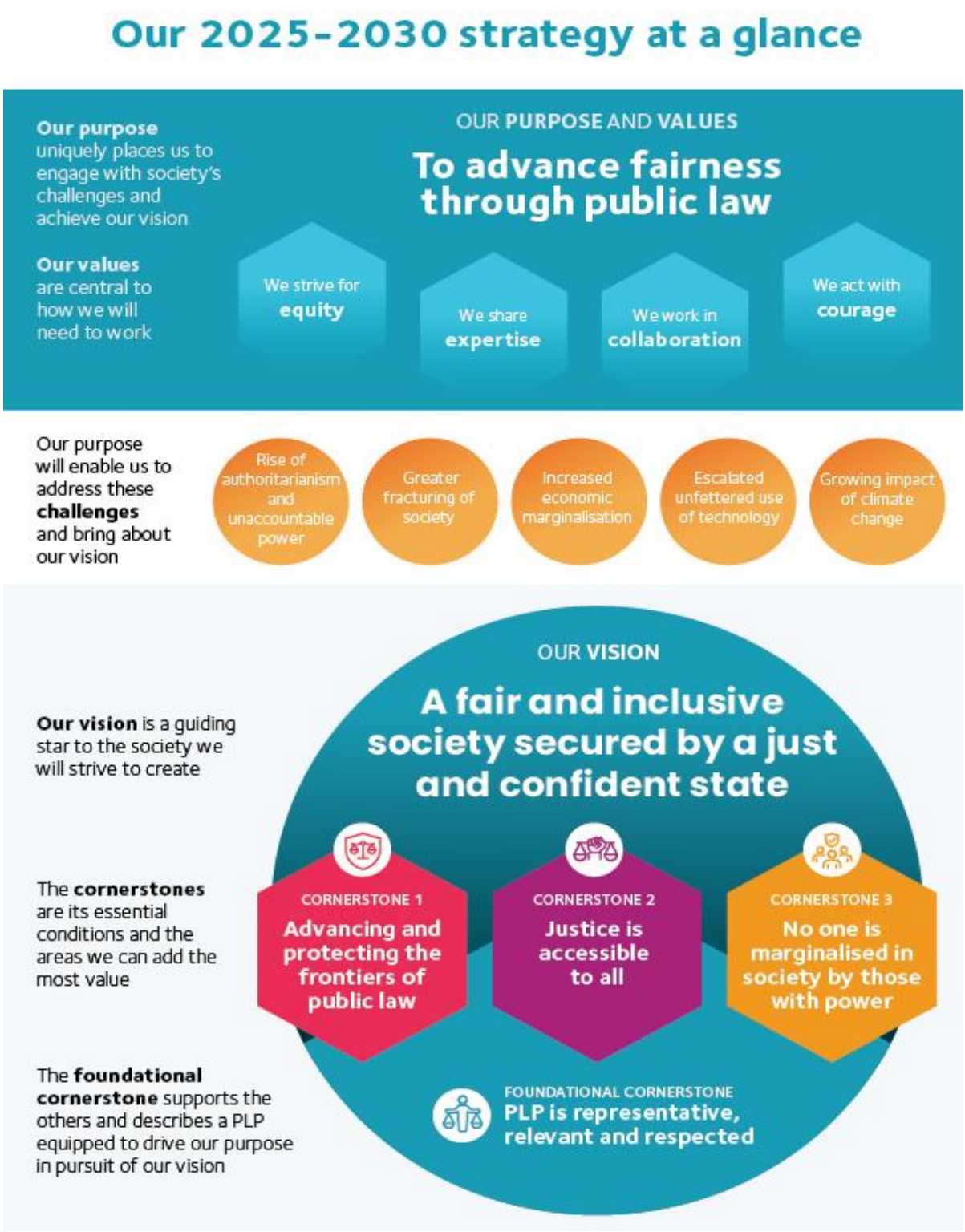
For over 35 years, our collaborative approach has secured major victories. In recent years this has included: supporting the fight against the Rwanda deportation policy; challenging attempts to renege on Windrush commitment; opposing unlawful cuts to disability benefits affecting 100,000 people without lawful consultation; preventing the implementation of unlawful anti-protest laws; and leading the conversation on public sector use of Artificial Intelligence (AI).

Our work is highly respected, impactful, and deeply valued across the legal and social justice sectors. To continue tackling the most pressing legal injustices of our time, we need you to engage and inspire those who believe in our mission and have the means to support it.

As part of our commitment to recruit fairly we use anonymised-selection processes until interview, offer additional interview opportunities to the highest-scoring candidates from under-represented communities, and use ‘tie-breaker’ provisions at all stages of our selection process.

Vision, mission and values

Our 2025-2030 strategy sets out our purpose which is to advance fairness in society through public law and our vision of a fair and inclusive society secured by a just and confident state. Our values are: equity, expertise, collaboration and courage. You can find out more about our strategy here.



Employment information

Job title: **Senior Events Officer**

Reports to: **Head of Events and Resource Development**

Contract term: **Permanent**

Location: **Central London (EC1V). Homeworking within flexible working policies. A new starter in this role is required to work in the office at least two days a week for the first three months**

Hours: **Full-time (5 days / 35 hrs per week) or Part time: We will consider 4 days per week**

Salary: **£36,623 per annum pro rata, eligible for cost-of-living uplift**

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).

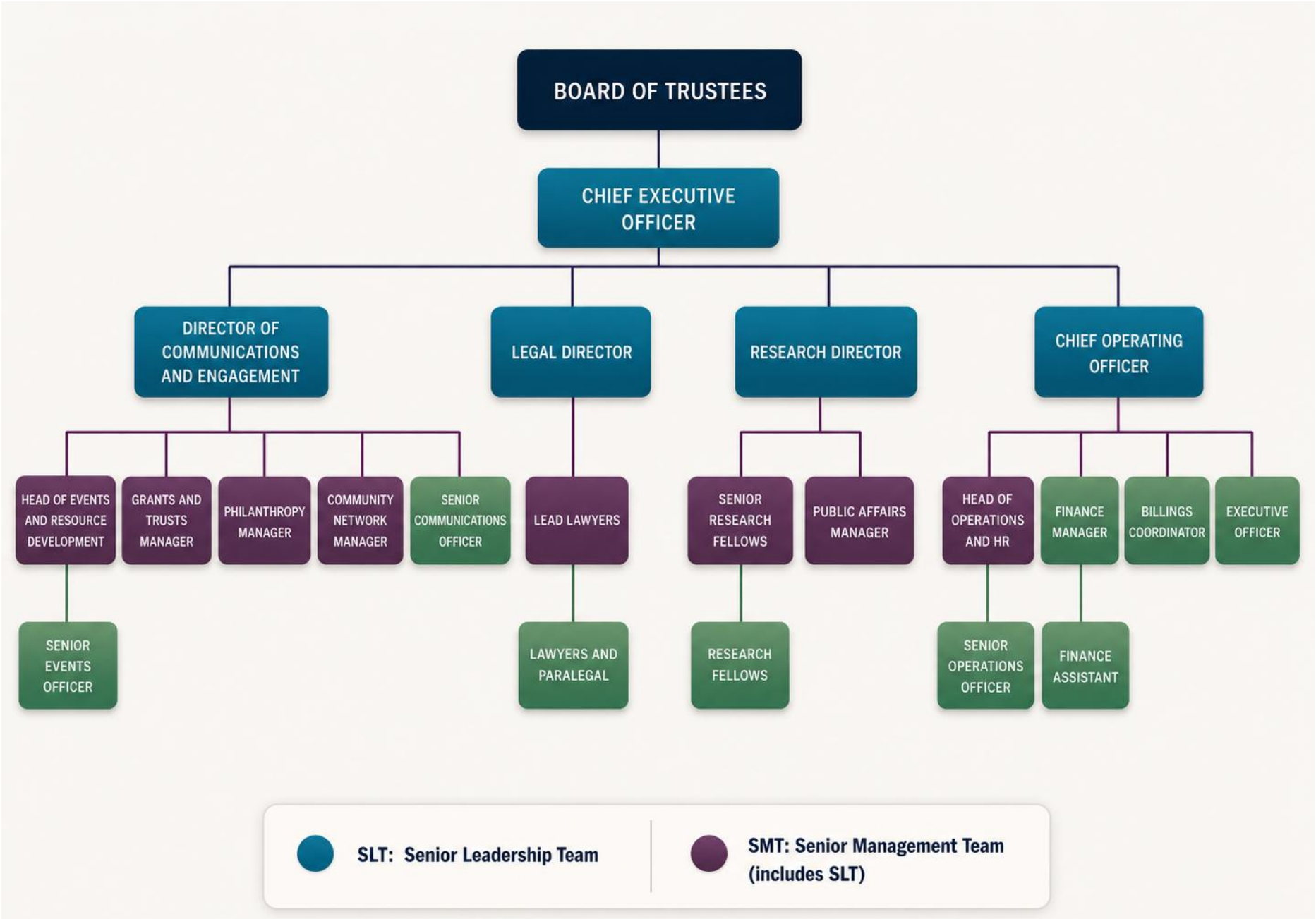
Probation period: 6 months. Benefits may be offered at a reduced level during the probation period.

Payment method: Payment is made by electronic transfer on or shortly before the 15th 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 from day one, including those that will enable the post-holder to accommodate their care responsibilities.

PLP employees 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.


BOARD OF TRUSTEES
CHIEF EXECUTIVE OFFICER
DIRECTOR OF COMMUNICATIONS AND ENGAGEMENT
LEGAL DIRECTOR
RESEARCH DIRECTOR
CHIEF OPERATING OFFICER
HEAD OF EVENTS AND RESOURCE DEVELOPMENT
GRANTS AND TRUSTS MANAGER
PHILANTHROPY MANAGER
COMMUNITY NETWORK MANAGER
SENIOR COMMUNICATIONS OFFICER
LEAD LAWYERS
SENIOR RESEARCH FELLOWS
PUBLIC AFFAIRS MANAGER
HEAD OF OPERATIONS AND HR
FINANCE MANAGER
BILLINGS COORDINATOR
EXECUTIVE OFFICER
SENIOR EVENTS OFFICER
LAWYERS AND PARALEGAL
RESEARCH FELLOWS
SENIOR OPERATIONS OFFICER
FINANCE ASSISTANT
SLT: Senior Leadership Team
SMT: Senior Management Team (includes SLT)

Job description

Job Purpose

PLP's Senior Events Officer coordinates the planning, delivery and development of Public Law Project's in-person, online and hybrid events, including conferences, training, public legal education, and fundraising events. The role will help achieve PLP's strategy by ensuring our events achieve impact, run efficiently, generate income and engage the communities we serve.

Key Relationships

The Senior Events Officer role is line managed by the Head of Events and Resource Development and works closely with colleagues in the Communications and Engagement team including fundraising and comms, as well as cross-departmentally with the Casework, Research and Finance & Operations Team.

External stakeholders and relationships include public lawyers in private practice and at City Firms, partner NGOs and community partners, academics, funders, guests, speakers, venues and suppliers.

Primary duties and responsibilities

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

Events planning and delivery

- Work closely with the Head of Events and Resource Development to ensure PLP's events programme delivers against PLP's strategic objectives and delivers income to targets.
- Coordinate event logistics from planning through to follow-up. Organise venues, catering, AV, registration, internal volunteers, and health and safety measures. Set up and host webinars using Zoom or similar platforms.,
- Process and manage events bookings and ticket sales with support from Events and Finance colleagues, maintaining attendee lists and ensuring accuracy.
- Communicate clearly and professionally with attendees, keep attendance records up to date and respond promptly to enquiries and accessibility requests.
- Prepare and distribute event materials, including conference packs where appropriate, and upload resources and recordings to PLP's Learning Portal.
- Build and maintain good working relationships with partner organisations, venues, speakers, suppliers and colleagues to help PLP's events run smoothly and develop the programme over time.

Speaker identification and partner coordination

- Help identify events opportunities including through researching speakers and topics, consulting with partners and colleagues, and attending external events.
- Identify and invite speakers, and work with them to develop and agree event themes and session content, consulting line manager as needed.

- Coordinate invitations and guest lists for supporter and philanthropic events, supporting stewardship through follow-up communication and thank yous.
- Maintain good working relationships with speakers and partners, respond promptly to queries and coordinate practical arrangements, including any accessibility requirements.

Marketing and promotion

- Work with Communications colleague/s to ensure engaging, timely and effective event promotion and marketing.
- Draft marketing content for website and email campaigns, and provide information for social media campaigns and other promotion
- Create and maintain events website pages work with colleagues and web support providers to resolve technical issues

Event finance and records

- Maintain accurate booking and financial records and work with Finance colleagues to support them with invoicing, reimbursements and refunds.
- Monitor income and expenditure against agreed event budgets and targets and raise emerging variances with the Head of Events and Resource Development.
- Maintain accurate event and contact records in PLP's CRM, Beacon. Apply PLP's procedures for handling personal information and event marketing.
- Identify and commission suppliers where appropriate, working within agreed procurement and spending authority.

Monitoring, evaluation, and learning

- Collect feedback from attendees, speakers, partners and colleagues. Review results against agreed indicators, share learning and use it to improve future events.
- Work with fundraising colleague to gather and draft information related to events for trust and foundation applications and reports. Collaborate to improve event efficiency, including updating process, feeding into relevant policies, and back-end events systems

Inclusion and Safeguarding

- Apply PLP's Events Diversity Policy and relevant safeguarding procedures. Consider whose perspectives are represented, identify barriers to participation and raise concerns through the appropriate channels.

Cross-departmental working

- Develop and maintain productive, collaborative, and creative relationships with the teams across the organisation to ensure the events programme delivers across organisational objectives.
- Coordinate colleagues' contributions to event planning, delivery and follow-up, agreeing responsibilities and timelines and keeping relevant teams informed of progress and issues.

General Duties

- Contribute to PLP's general development, including the improvement of systems, processes and ways of working.
- Ensure work is carried out in accordance with PLP's policies, procedures and relevant legal and regulatory requirements.
- Attend meetings and other forums and represent PLP as required.
- Undertake administration, correspondence and document preparation efficiently.
- Undertake other tasks appropriate to the role as required.

Working Arrangements

The role involves occasional travel and evening work and may require overnight stays. PLP gives reasonable notice where possible, seeks to accommodate caring and other commitments, and offers time off in lieu by arrangement.

Person specification

Knowledge, Skills and Competencies

Criteria	Essential	Desirable
Understanding of, and commitment to, the aims of the Public Law Project.	✓	
Experience of planning and delivering events	✓	
Ability to manage competing priorities, coordinate practical arrangements and make sound decisions under pressure.	✓	
Ability to communicate clearly and professionally, both verbally and in writing, and respond promptly to enquiries.	✓	
Confidence using Microsoft 365, including Excel, PowerPoint and Teams, and ability to use or learn webinar, ticketing, website and CRM tools and resolve routine technical issues.	✓	
Numeracy and attention to detail, with the ability to carry out basic financial calculations, maintain accurate booking and financial records, and identify and flag discrepancies.	✓	
Ability to research event topics and potential speakers, judge their relevance, and work with speakers and colleagues to develop event content for the intended audience.	✓	
Experience of working towards and meeting agreed targets and using feedback to improve delivery.	✓	
Ability to identify barriers to participation, respond to accessibility needs and follow safeguarding and data protection procedures.	✓	

Experience of monitoring income and expenditure against agreed budgets, generating income through events or using finance systems such as QuickBooks.		✓
Ability to assess supplier options, compare quotes and recommend services that meet event requirements and agreed budgets.		✓
Experience of promoting events, such as writing web or email copy for different audiences or creating simple graphics such as image cards for social media.		✓
Awareness of data protection requirements relevant to event marketing, including how attendee and contact information is used to promote events.		✓
Experience of monitoring, evaluation and learning, and of supporting reporting to funders.		✓
Experience of planning or supporting supporter, fundraising or stewardship events.		✓
Knowledge of public law, human rights, access to justice, advice or legal services, or how government policy affects marginalised communities. Alternatively, relevant experience in civil society, higher education or a social justice setting, including paid or voluntary work with marginalised communities.	✓	

Person specification

Personal qualities, commitment and values

Criteria	Essential	Desirable
Commitment to PLP's core values and to understanding and addressing the effects of discrimination in internal and external work, in line with PLP's equality, diversity and inclusion objectives.	✓	
Ability to build productive working relationships with colleagues, partners, speakers, venue contacts and suppliers, listen to different perspectives and work respectfully with people from a range of backgrounds.	✓	
Ability to take ownership of work, exercise sound judgement, keep colleagues informed and seek advice when needed.	✓	
Ability to identify practical problems and solutions, work with others to resolve them and use feedback to improve event procedures and systems.	✓	

Right to work in the UK.	✓	

Application process

PLP is an equal opportunities employer and Disability Confident Employer. We welcome applications from individuals regardless of age, disability, gender, gender identity, 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

The deadline for applications is Sunday 13 December 2026 at 11.59pm.

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.

Initial interviews will be held on Thursday 7 & Friday 8 January 2027 (online)

Final interviews will be held on Wednesday 13 & Thursday 14 January 2027 (in person)

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 and require reasonable adjustments for the interview and/or assessment process to ensure the process is fair and equitable 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.

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 HR 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 other's 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 12 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 twelve months.

We do not share recruitment information with third parties.