



## INDUSTRY AND PARLIAMENT TRUST



Job Title: **Events and Training Officer**

Reports to: Events and Training Manager

Start Date: Monday 04 September 2017

Salary: £22,000-£24,000

Closing date: Friday 14 July

### **About the Industry and Parliament Trust**

The IPT is an independent, non-lobbying, non-partisan charity that provides a trusted platform of engagement between Parliament and UK business. The IPT is dually supported by cross-party representation of senior parliamentarians on its Board of Trustees, and through the patronage of its industry supporters. The IPT is non-party political and works with all parliamentarians and businesses of any sector or size.

The IPT creates an environment that supports trusted, open and two-way dialogue between Parliament and UK business. IPT platforms engage, educate and inform, create lasting relationships and facilitate the exchange of ideas. Specifically, we aim to:

- Equip parliamentarians from all parties with a greater understanding of commerce and industry through non-partisan platforms
- Enable businesses of all sizes and from all sectors to develop knowledge of parliamentary and legislative processes
- Enrich policy debates by deepening the dialogue between Parliament and industry
- Support the efficient administration of government through our Civil Service Attachment Scheme

A key part of the IPT's work is its events programme, which takes place on the Parliamentary Estate in Westminster. The events programme consists of policy breakfasts and industry dinners which provide a forum for parliamentarians and industry representatives to discuss key issues under Chatham House rule. Policy areas are diverse, and recent events have included debates on UK manufacturing, finance, energy and the creative industries. Events typically have a high profile industry speaker and senior parliamentary chair.

**You can read more about the IPT here: [www.ipt.org.uk](http://www.ipt.org.uk)**



## **Job Description**

Support the Events and Training Manager and the Training Coordinator in the planning, administration and delivery of both the IPT Policy Events programme and Training Programme.

## **Main Duties**

- Support the Events Team in event delivery by compiling marketing lists, tracking invitation responses and producing security letters and briefing notes for events
- Manage invitation responses and liaise with the attendees as necessary
- Liaise with Chairs and Speakers for events to ensure they have received all necessary information
- Ensure all event materials are accurate and prepared on time for all events, such as agendas, booklets and badges
- On the day assistance, including preparing room, greeting guests, liaison with banqueting department
- Taking notes and writing blog posts for events
- Ensure data from events is accurately entered onto the CRM system and post-event procedures are followed
- Support the Training Coordinator in management of around 20% of the training programme
- Liaise with training facilitators and primary contacts to co-ordinating IPT training seminars
- Liaise with the Communications Team ensure the website is kept up to date, swiftly communicating chair or speaker changes
- Support the Events and Training Manager to design events as per business need
- Work collaboratively with the Business Relations Manager in retaining supporting organisations and building new relationships with potential supporters through the management of events
- Other assistance within the Events Team and the IPT office as required, on an ad hoc basis.

## **Person Specification**

### **Essential**

- Ability to prioritise, multitask and juggle a busy workload
- Excellent written and verbal communication skills, able to represent at a very senior level, with excellent selling and organisational skills
- Interest in/ knowledge of current affairs, parliament and UK business
- Strong attention to detail
- Experience with establishing and maintaining administrative systems (such as event RSVP lists)
- Good familiarity with Microsoft Office package
- Confident working with people in positions of power
- Willing to work evenings and early mornings as per business needs (with time off in lieu to compensate)

### **Desirable**

- Experience with databases
- Experience of event organisation and delivery

Please note that Parliamentary security clearance will be required for this post.



## **Application Details**

Please send your CV with a covering letter outlining your suitability for the position and any relevant experience to Georgina Nicolettos, Events and Training Manager, Industry and Parliament Trust, Suite 101, 3 Whitehall Court, London SW1A 2EL or email to: [GeorginaNicolettos@ipt.org.uk](mailto:GeorginaNicolettos@ipt.org.uk).