



<b>Job Title:</b>	Events and Engagement Officer
<b>Reports to:</b>	Membership and Engagement Manager
<b>Location</b>	London Office (Mayfair), with scope for hybrid working

## Overview of the Directorate

The [Membership and Engagement Team](#) exists to:

- Develop long-term mutually supportive and beneficial relationships with stakeholders - particularly our members and alumni - be they clients (schools and teachers), volunteers, supporters, advocates, donors, the wider public
- Raise awareness of the benefits of the current work of the ESU and its national and international profile, particularly among educationalists, influencers and decision makers
- Raise long term sustainable voluntary, subscription, statutory and commercial income
- Build structure and relationships in which the ESU's educational and charitable aspirations can be met
- To design and implement membership and volunteering journeys to improve supporter retention and improve efficiency.
- To design and deliver a membership strategy to ensure the recruitment of a diverse ESU membership who support the ESU's charitable mission.
- To develop an events programme which will raise awareness of the ESUs work and attract new members and supporters.

## Job Purpose

- To support, strengthen and grow ESU Membership
- To support branch engagement and development, member activities and events
- To support the International Public Speaking Programme
- To support events both in person and virtual
- To help establish partnerships with likeminded organisations for event collaborations
- To engage with corporate sponsors for support of ESU events
- To support voluntary committees to help them deliver events in their regions

To provide administrative support for International Council meetings and forums, projects and events

## Key Responsibilities

- To support ESU events to engage alumni, members and donors.
- To keep comprehensive records of ESU alumni.
- To work with the engagement manager to create a programme of virtual and in person events which will retain existing members and attract new members to the ESU.
- To work with the ESU marketing team to promote the ESU membership offer.
- To support the international ESUs and partnerships as the main contact for general enquiries regarding international ESUs and international partner organisations.
- To contribute to a quarterly newsletter sharing success of international ESUs, recordings of events.
- To coordinate and oversee the recording, editing, uploading, and publishing of online/hybrid events in partnership with ESU colleagues.
- Undertake any other duties related to the job purpose and which may be necessary in the ESUs.

## Skills and Experience

### Essential:

- An understanding of the nature and importance of the ESU's charitable work within educational and wider contexts and a strong commitment to increasing the impact of the organisation's work
- Highly organised, with an ability to ensure deadlines and targets are met
- Excellent written and verbal communication skills
- Experience of managing multiple projects effectively and efficiently
- A strong commitment to and a track-record of effective collaborative working within and across teams
- A pro-active and positive attitude to problem resolution
- An ability to engage with multiple stakeholders at all levels
- Flexible hours required at times to cover ESU events
- Graduate calibre
- IT literate with strong Microsoft Office skills, especially Excel with excellent data collection
- Willingness to get to grips quickly with our CRM database

### Desirable:

- A good knowledge of the UK education system
- Experience of supporting events
- Office administration experience in a busy office, requiring multi-tasking

### Benefits:

- Up to 10% employer matched pension contributions
- 28 days annual leave plus 8 days Bank Holiday
- Regular staff social events, such as lunches
- Access to Dartmouth House, our on-site members' club providing coffee and lunches daily
- Employee assistance programme
- Group Life Insurance

### Apply now

Please complete and return the application form <https://www.esu.org/wp-content/uploads/2023/02/ESU-Safer-Recruitment-Application-Form-2023-1.docx> and email at [HR@esu.org](mailto:HR@esu.org)

***At the English-Speaking Union we are passionate about our commitment to diversity, inclusion and removing barriers. Should you like to discuss any reasonable adjustments or changes to our recruitment process to support you to be your best then please get in touch. You can get in touch with us either via email at [HR@esu.org](mailto:HR@esu.org) or via telephone on 020 7529 1550.***

***The ESU is committed to safeguarding and promoting the welfare of children and young people. Therefore, we expect all employees to share this commitment. All appointments are subject to satisfactory pre-employment checks, including a satisfactory Basic/Enhanced (as appropriate to role) Disclosure & Barring Service Disclosure.***

Updated March 2023