Job Description

Job Title: UK100 Events Intern

Reference: UK100J31

Salary: £20,000 (pro-rated) for fixed term contract

Hours: 3 days / week, fixed-term contract from mid-March to mid-July 2022, 60 days total

Location: Virtual, but with occasional trips to our London office, and to include attendance at the July Summit in person (travel and accommodation expenses for the July Summit will be covered by UK100)

Do you want to gain experience coordinating events with a focus on tackling climate change, and supporting locally elected leaders to deliver Net Zero?

We are looking for an enthusiastic and capable individual to join UK100’s team, and support in the coordination and delivery of our 2022 events programme. The role will focus on the coordination and delivery of UK100’s flagship July Summit, and the activities and events that lead into and support in the run up to the big day. You can read about our 2021 Summit, here.

You will gain experience working across our Membership and Campaigns teams, and alongside members of our network of locally elected leaders, business stakeholders and NGO partners.

We are looking for someone with experience in organising events, who has political awareness, excellent writing skills and an interest in net zero and local government. This is a development role, so we will proactively consider somebody who lacks professional experience but has academic credentials or voluntary experience.

This role is perfect for someone looking to gain experience in event coordination and relationship management, in the areas of environmental politics and Local Government.
Key responsibilities:

- Supporting the UK100 team to coordinate the delivery of a programme of events in the run up to our flagship July Summit, and the July Summit itself.
- Assist with the coordination of the July Summit Steering Group meetings, and join meetings with partners where required.
- General administrative support for team meetings, note-taking and online event management and follow up.
- Ensure the proper use and maintenance of UK100’s CRM database
- Activity on-the-day, including problem-solving, welcoming guests, directing event set-up, communicating with staff and organising vendors
- Coordinate internal team to provide necessary decisions and materials
- Coordinate and send invitations to necessary guests and speakers, monitor RSVPs and balance of speakers/attendees
- Coordinate speaker briefings, internal team event briefings, and a ‘run of play’ for the UK100 chair/speaker
- For virtual events ensure technology being used is in place and tested early, and that relevant team members are briefed
- Support and comply with UK100’s guidance on branding, tone of voice and key messages, positively contributing towards raising UK100’s profile
- We are a small team. Ad hoc duties will thus arise, and every staff member is expected to support the team efforts

Place in organisational structure:
The post holder will report to the Production and Project Manager

Key relationships:
Internal:  
Production and Project Manager
Policy and Research Manager
Network Programme Manager

External:  
Relevant business and corporates
NGO’s and partner organisations
Relevant Local Authority officers

Working Conditions: The postholder will be working virtually but expected to visit the UK100 London office at various points during the internship. There is an expectation that they can be flexible in the ways hours are worked. Some travel around the UK may
be required.

**Special Note:** This job description does not form part of the employment contract but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and consultation with the post holder.

**Compiled by:** Production and Project Manager

**Date last revised:** February 2022

**Person Specification**

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<th>Criteria</th>
<th>Skills</th>
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<tr>
<td>Knowledge</td>
<td>● An understanding of the UK political system, local government, and climate policy.</td>
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<td>Experience</td>
<td>● Experience organising in-person or online events managing high profile stakeholders.</td>
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<td>Abilities</td>
<td>● Excellent communication skills, both verbally and written.</td>
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<td>● Ability to form and maintain strong relationships with a wide range of people from different backgrounds.</td>
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<td>● Good organisational and administrative skills, with the ability to prioritise tasks and work effectively under pressure.</td>
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<td>● A strong work ethic, positive attitude and willingness to learn.</td>
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<td>● The ability to work independently, show initiative and proactively deliver outcomes.</td>
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<td>● Attention to detail and high standards of accuracy</td>
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<td>Other</td>
<td>● Ability to think creatively and work within the UK100 team to turn ideas into deliverables</td>
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**Closing Date:** 10/03/22

**Interviews:** To be held virtually from 15/03/22 onwards

**Application Details:** Please send a CV (max 2 pages) and a cover letter that sets out how you can deliver on the key responsibilities of the role (maximum 1 page) to:

jobs@uk100.org