

# Events and Partnerships Officer

**Salary:** £28,000-£32,000, depending on experience

## About Voice 21

Voice 21 is the national oracy education charity. We exist to empower every child to use their voice for success in school and life. Our work transforms learning and life chances through talk by increasing access to a high-quality oracy education for those that need it most. Follow the links to find out more about [why oracy is so vital](#) and the [impact Voice 21 has](#).

This is an exciting time to join Voice 21. We are growing on average by 30% each year (in terms of staff and member schools). You will be part of the Engagement team which is at the forefront of this. In overseeing the design and delivery of our programme of events, you will play a vital role in expanding our reach across the sector and providing opportunities for existing members to collaborate, network and learn from each other.

## Your purpose

You will be responsible for curating, organising and delivering our events programme for teachers, senior leaders and others working in education. Our events programme has two aims: to grow our reach across the education sector, by showcasing our work to those that are less familiar with it, and to build a better sense of community amongst schools that are already working with us. You'll plan the content, sessions and speakers for these events, ensuring they are engaging and impactful and that there is a high-quality attendee experience at all times.

## Your responsibilities

- Lead the development, organisation and delivery of our key national events for schools in 2023, including the Great Oracy Exhibition and Oracy Imperative conference.
- Organise a series of webinars and in-person regional events throughout the year for member and non-member schools, shaping their format, contents and location.
- Find and book relevant, enlightening and engaging speakers for our events, including via building new partnerships with external organisations whose work is related to ours.
- Organise occasional events for funders and other senior stakeholders in education, including opportunities for them to experience our work in schools.
- Arrange for Voice 21 to speak or exhibit at significant events across the education sector, dealing with incoming enquiries and proactively applying for speaking slots for other staff as appropriate.
- Deliver all events on time, within budget and to a high-quality in terms of content and logistics, working with colleagues across Voice 21 and with external partners.
- Seek out and develop national and international partnership opportunities through events or ad hoc programmes, which help us to encourage more schools to work with us or foster closer links between our existing member schools.
- Tailor our programme of events each year in line with organisational priorities.

## Your progression

Within 1 month, you'll have:

- A firm understanding of the active ingredients of a high-quality oracy education and how we support schools to implement these through our membership model.
- Reviewed the strengths and weaknesses of our past events, based on feedback from attendees and staff.
- Built strong working relationships within the Engagement team, and developed a sound understanding of how our events fit into our team's priorities.

Within 3 months, you'll have:

- Started planning two of our large-scale national events for 2023 - the Oracy Imperative conference and Great Oracy Exhibition - thinking about speakers, sessions, content and logistics.
- Overseen the delivery of some of our webinars and small-scale regional twilight events.
- Finalised the events programme for the autumn and spring term, lining up schools and speakers from across the organisation and beyond.
- Experienced Voice 21's professional development in action.

From 3 months on, you'll be:

- Refining a long-term events programme for 2023-2024 and beyond, in line with wider organisational priorities and the communications strategy.
- Representing Voice 21 at other organisations' events across the education sector.
- Responsible for inviting speakers, planning sessions and managing external supplies.
- Building partnerships across the education sector with like-minded organisations and individuals, including by arranging for Voice 21 to speak or exhibit at the external events.
- Taking ownership of the content-planning, speakers, budget, ticket sales, and logistics of our future events.
- Spotting opportunities to be innovative, trying new approaches to maximise the value of our events and increase our reach across the education sector.

### **This job is for you if you:**

- Have a good knowledge of the UK's education sector (you may have previously worked in a school or for an education charity, or are otherwise able to demonstrate knowledge of the sector).
- Are extremely well organised and have excellent project-management skills, including managing internal stakeholders and external suppliers and partners.
- Have some experience organising events, ideally large-scale in-person conferences/festivals as well as webinars.
- Enjoy being innovative and creative in planning, curating or commissioning new activities or events - including thinking of new ideas, formats or content and putting these into action.
- Have strong interpersonal and communication skills, with experience building strong relationships both inside and outside organisations you've worked for.
- Are a self-starter who takes on new opportunities and challenges with enthusiasm.
- Are comfortable working at pace in a fast-moving environment, where you are expected to be creative and take the initiative.

### **Who you'll work with:**

- The Campaigns and Communications Lead (to be hired) to ensure our events support our wider campaign and marketing objectives.

- Our School Recruitment and Partnerships Lead, to ensure our events programme showcases our work effectively to schools that aren't yet working with us.
- You'll report to the Head of Engagement (Growth), part of a team dedicated to growing Voice 21's reach to achieve our goal of working with 1900 schools by 2025.

**Where you'll work:** Remote, with travel to our London office a few times per term for meetings, and travel to any in-person events you're leading or organising (estimated to be a few each term). Occasional travel elsewhere may be required infrequently.

**Contract:** Permanent, subject to successful probation review at 3 months.

**Terms:** We would welcome applications on a full-time or 4-day per week basis.

## Application details

### To apply:

Please send your most recent CV and a document answering the questions below to [careers@voice21.org](mailto:careers@voice21.org) with the subject "Events and Partnerships Officer application":

- Tell us why you want to work at Voice 21. What is it about us and our mission that excites you? (Max. 400 words).
- Making direct reference to the job description (both the 'Your responsibilities' and 'This job is for you if...' sections), please tell us the three main reasons why you would make an excellent Events and Partnerships Officer (Max. 400 words).
- Tell us about something you have achieved recently that you are proud of (Max 200 words).
- Please specify where you saw the job advertised.

Please also click [here](#) to fill out our Equality and Diversity Monitoring Form

**Closing date:** 10am, Friday 12th August.

**Interview date:** Interviews are expected to be on w/c 15th August. Candidates will be asked to prepare a small task in advance. All interviews will take place over Zoom.

**Start date:** Ideally September, but we can be flexible for the right candidate.

**Questions:** if you have any questions about the role, or would like to discuss it before submitting an application, please contact Alex Newton, Head of Engagement ([alex@voice21.org](mailto:alex@voice21.org)).

### Valuing every voice

Voice 21 believes that every voice should be heard and valued. We are committed to the equal treatment of all current and prospective employees and do not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join Voice 21.

## Why work for us?

We hope that we have given you a good sense of what life at Voice 21 is like and what the role entails - please see below for some more reasons to apply!

**Holiday:** 25 days annual leave plus bank holidays and additional Christmas closure period. Holiday entitlement increases linked to length of service.

**Benefits:** Employer contribution to pension (5%), interest-free season ticket, cycle and technology loans and work from home allowance.

**Wellbeing:** We provide an Employee Assistance Programme through Health Assured which provides all Voice 21 employees 24/7/365 support if needed.

**The way we work:** We have an agile and flexible approach – our team can work when and wherever works best to deliver the requirements of their role. For staff working at home, we support them to create a workspace and provide technology that enables them to work effectively. You will also have regular opportunities to get together as a whole staff and in your team, including away days, social events and other development events.

**Development opportunities:** We believe in supporting people to develop the skills they need to be excellent – whether this means funding external training, finding a mentor to support them or giving them the time to learn from others in the organisations through our regular CPD sessions. We also offer paid study leave for team members taking part in formal studies outside of work. If you want to volunteer as a school governor, trustee or in some other capacity for a mission-aligned organisation, we support our team to take on these commitments without taking annual leave.

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### Voices of Voice 21

We recently asked our team what they enjoy most about working at Voice 21. Below is a selection of their responses:

*“I really enjoy working in an organisation that strives for innovation and is rooted in research of what actually works for teachers in the daily life of a classroom and a school curriculum.”*

*“At Voice 21, there is a strong culture of sharing expertise and this ensures that your voice is valued and ideas heard, no matter your role. Although a lot of the day-to-day work is virtual, relationships are strong. The purposefully planned in-person meetings help these relationships to grow and flourish, as does the high level of collaboration in teams.”*

*“One of the many things I love about working at Voice 21 are the opportunities for professional development. Working in a small, fast-growing organisation has given me the chance to grow professionally and to expand my skill set in a supportive environment.”*

*“I find it inspiring being part of the Voice 21 team - being surrounded by passionate, mission-driven people makes me want to bring my best every day, because I know that my fab colleagues won't let a good idea gather dust - everything will be snapped up and built into something that helps us make a difference for the students in our schools.”*

*“Since working at Voice 21, I've been invited to take part in multiple projects and tasks outside of my 'core role', because we're encouraged to develop our areas of interest and expertise across the board. It's incredibly refreshing to work for an organisation that sees every employee as a key asset.”*