

# The Alan Turing Institute

## EVENTS AND ENGAGEMENT OFFICER

### THE ALAN TURING INSTITUTE

There has never been a more significant time to work in data science and AI. There is recognition of the importance of these technologies to our economic and social future: the so-called fourth industrial revolution. The technical challenge of keeping our data secure and private has grown in its urgency and importance. At the same time, voices from academia, industry, and government are coming together to debate how these technologies should be governed and managed.

The Alan Turing Institute, as the UK's national institute for data science and artificial intelligence, plays an important part in driving forward advances in these technologies in order to change the world for the better.

The Institute is named in honour of Alan Turing, whose pioneering work in theoretical and applied mathematics, engineering and computing is considered to have laid the foundations for modern-day data science and artificial intelligence. The Institute's goals are to undertake world-class research, apply its research to real-world problems, driving economic impact and societal good, lead the training of a new generation of scientists, and shape the public conversation around data and algorithms.

After launching in 2015 with government funding from EPSRC and five founding universities, the Institute has grown an extensive network of university partners from across the UK and launched a number of major partnerships with industry, public and third sector. Today it is home to more than 500 researchers, a rapidly growing team of in house research software engineers and data scientists and a business team.

### BACKGROUND

The Events and Engagement Officer roles form part of the Communications and Engagement Directorate, reporting into the Events and Engagement Manager, working closely with the communications and marketing teams. They are responsible for organising the core events and engagement activities of the Institute – from flagship conferences through to national sponsorships – and support the achievement of the Turing's research and innovation mission.

### ROLE PURPOSE

The Events and Engagement Officers are responsible for the planning, shaping and delivery of events and engagement activity, both hosted by, and supported by the Institute. They offer specialist support to research programmes, scoping event and engagement needs, building strong working relationships with directors and managers, and devising and delivering activity that enables research delivery and impact aligned with the communications and engagement strategy. The roles also work closely with other related departments, such as skills, partnerships and culture, to convene internal events. They work across the directorate and liaise with researchers and academic leads, producing events and engagement activity that showcase the Institute's work and drive research excellence. The roles will also provide support to the Events and Engagement Manager in risk, finance and impact reporting, and contribute to the development of new processes and the implementation of new systems.

### DUTIES AND AREAS OF RESPONSIBILITY

- Shape, plan, and deliver impactful events, working in partnership with research programmes
- Build strong working relationships with research programme directors and managers and be the point of access for communications and engagement functions
- Evaluate events and make compelling evidence based recommendations - identifying and exploring opportunities to support research delivery and growth

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- Empower and enable research peers to organise and host internal events, ensuring a consistent tone of voice and adherence to policies and processes
- Keep up to date with wider Institute goals, initiatives and values, ensuring these are embedded across all events
- Ensure that events are inclusive and accessible to all
- Effectively liaise with speakers, and academic leads across all events, understanding goals and turning these into practice via rigorous agendas and tailored formats
- Respond to delegate queries, representing the Institute professionally and signposting potential collaborations
- Work closely with the marketing team to ensure the appropriate promotion of Turing events, commissioning design work and arranging production services
- Contribute to efforts to diversify our audiences and increase our reach through events
- Keep up to date with the latest virtual event technologies and develop proficiency as needed in order to host virtual events
- Work with the Events and Engagement Manager to plan and explore new and innovative event formats and ideas for researcher engagement
- Manage event CRMs, calendars and documentation, ensuring they are up to date and coherent
- Draft website and event copy, ensuring a consistent tone of voice for the Turing and house style is followed
- Source and secure value for money suppliers for events i.e. caterers, captioners
- Keep impeccable financial records, taking responsibility for all event administration and reporting on expenditure
- Devise coherent and meticulous running orders for complex events, enlisting and preparing additional staff support where needed
- Ensure all legal, financial and data policies are fully complied with
- Interpret and follow internal legal processes i.e. contracting with third party suppliers
- Comply with relevant GDPR guidelines and act as an effective data processor
- Work flexibly when needed for ad-hoc, out-of-hours events
- Ad hoc delivery support for large conferences or public engagement events may be required from time to time

Please note that job descriptions cannot be exhaustive, and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities. This job description is written at a specific time and is subject to changes as the demands of the Institute and the role develop.

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PERSON SPECIFICATION		
Skills and Requirements  Post holders will be expected to demonstrate the following	Essential (E)  Desirable (D)	Tested at application(A)  Tested at interview (I)
<b>Education/Qualification</b>		
Degree / qualification or equivalent experience in events management	D	A
Training / qualification or equivalent experience in project management	D	A
Degree / advanced study in science or technology	D	A
<b>Knowledge and Experience</b>		
Considerable experience at minimum coordinator level in events management	E	A&I
Proven track record of organising complex virtual or hybrid events	E	I
Track record of successfully liaising with and influencing senior stakeholders	E	I
Track record of securing speakers and programming agendas	E	A&I
Experience of the HE or technology sector	D	A&I
<b>Communication</b>		
Confident and clear communicator, both written and verbal	E	I
Good copywriting skills	E	A&I
Good presentation and influencing skills, particularly with senior staff and academics	E	I
Knowledge of social media management and campaign planning	D	A&I
Ability to communicate impact and translate strategic goals into practice	D	A&I
<b>Teamwork and Motivation</b>		
Thrives as part of a diverse team	E	I
Proactive and self-motivated to provide high quality results for stakeholders	E	I
Collaborative by nature, demonstrating a flexible approach	E	I
<b>Liaison and Networking</b>		
Comfortable engaging with senior management	E	I
Good sense of best practice procurement, able to liaise with and secure suppliers	E	A&I
<b>Service Delivery</b>		
Track record of delivering events that achieve impact and were evaluated against their objectives	E	A&I

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Attention to detail, 'starter and finisher' ensuring high standards are met	E	A&I
Track record of providing proactive support to organisational partners	D	A&I
<b>Decision Making</b>		
Consultative and aware of wider initiatives	E	I
Able to interpret complex policies and apply them to work	E	I
Comfortable and effective at making rigorous assessments of opportunities	D	A&I
<b>Planning and Organising</b>		
Highly organised project manager, with impeccable approach to deadline management	E	A&I
Flexible, with the ability to juggle multiple projects at once and adjust plans as needed	E	A&I
Experience of developing new processes	D	I
<b>Initiative and Problem Solving</b>		
Flexible and positive approach to change or disagreement	E	I
Comfortable under pressure, able to think quickly and calmly	E	I
<b>Analysis and Research</b>		
Track record of producing status reports and conducting analysis of multiple datasets in order to make evidence based recommendations	D	A
Understanding of the basics of best practice procurement	E	A
Ability to produce robust proposals, and make clear recommendations	D	A
Able to manage the finer details while understanding the bigger picture	E	I
<b>Sensory and Physical Demands</b>		
Requirement to use a laptop and engage in virtual events	E	A&I
<b>Work environment</b>		
Ability to work from home, the office or 'on location' at an event	E	I
<b>Team Development</b>		
Keen on developing skills and progressing within the organisation	D	I
<b>Pastoral Care and Welfare</b>		
Currently or recently certified as a First Aid provider	D	A
Currently or recently certified as a Mental Health First Aid provider	D	A
Positive and proactive approach to ensuring the health, safety and wellbeing of delegates including the general public at events	E	I
<b>Other Requirements</b>		
Previous experience using a CRM	E	I

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Training in GDPR and experience of adjusting plans / processes to compl	E	I
Flexible attitude towards work, willing to adjust regular working hours for events	E	I
Commitment to EDI principles and to the Organisation values	E	I

# The Alan Turing Institute

## OUR VALUES

The Alan Turing Institute is committed to equality diversity and inclusion and to eliminating discrimination. All employees are expected to embrace, follow and promote our [EDI Principles](#) and [Rules of the Game](#)



**Respect** – We treat everyone with respect, dignity and kindness and acknowledge the experiences, skills and contributions of others.

**Trust** - We communicate openly and honestly to support an environment where we have trust in each other.

**Transparency** – We seek to ensure that everyone understands the how and the why of our decisions and actions. We take on board to feedback when those decisions are challenged.

**Inclusivity** – We are committed to continuously learning how to be more inclusive by listening to those facing barriers.

**Leadership** – We recognise creating an inclusive, diverse and equitable institute requires leadership from all. We stand up and speak out when change is needed.

**Integrity** – We recognise that how we work is as important as our outputs and seek to exemplify best practice in all our decisions.

## APPLICATION PROCEDURE

If you are interested in this opportunity, please click the apply button below. You will need to register on the applicant portal and complete the application form including your CV and covering letter. If you have questions about the role or would like to apply using a different format, please contact us on 020 3970 2148 or 0203 862 3340, or email [recruitment@turing.ac.uk](mailto:recruitment@turing.ac.uk).

**CLOSING DATE FOR APPLICATIONS: Thursday 11 November 2021 23.59pm**

## TERMS AND CONDITIONS

This Full-time post is offered on a Permanent basis. The annual salary is £34,510 plus excellent benefits, including flexible working and family friendly policies, <https://www.turing.ac.uk/work-turing/why-work-turing/employee-benefits>

## EQUALITY, DIVERSITY AND INCLUSION

The Alan Turing Institute is committed to creating an environment where diversity is valued and everyone is treated fairly. In accordance with the Equality Act, we welcome applications from anyone who meets the specific criteria of the post regardless of age, disability, ethnicity, gender reassignment, marital or civil partnership status, pregnancy and maternity, religion or belief, sex and sexual orientation.

We are committed to building a diverse community and would like our leadership team to reflect this. We therefore welcome applications from the broadest spectrum of backgrounds.

Reasonable adjustments to the interview process will be made for any candidates with a disability.

***Please note all offers of employment are subject to obtaining and retaining the right to work in the UK and satisfactory pre-employment security screening which includes a DBS Check.***

***Full details on the pre-employment screening process can be requested from [HR@turing.ac.uk](mailto:HR@turing.ac.uk).***