

Amnesty International UK



JOB TITLE	Events Producer: National Conference and AGM
TEAM	Community Organising, Human Rights Education and Events (CORE)
DEPARTMENT	Supporter Campaigning and Communications
REPORTS TO	Artist Relations & Events Manager
RESPONSIBLE FOR	Volunteers
SCALE	Grade 4
HOURS PER WEEK	35

OVERALL PURPOSE OF THE JOB

You will be part of the Events and Artist Relations team which sits within the Community Organising, Human Rights Education, Artist and Events (CORE) team at Amnesty International UK. The purpose of the team is to empower more people in the UK to know, claim and stand up for human rights. The team is pivotal in Amnesty being able to achieve its ambition to be the most impactful grassroots campaigning movement in the UK.

You will be responsible for delivering the National Conference and AGM. This is the most important membership event in our calendar, bringing together members from around the country to discuss and design current and future campaigns, share ideas and experiences and make decisions about our work going forwards. During this weekend, members of all ages will attend workshops, hear from speakers, debate and vote on resolutions that will shape our work for the year ahead and beyond. You will need to lead the project and work collaboratively with teams across the organisation to create and manage an inspiring event for members which also protects and promotes our democracy.

Alongside this project, you will work with the Events and Artist Relations team to support other areas of work as required.

MAIN TASKS:

Event Management & Delivery

1. Overall management of the project to ensure all elements are delivered on time and within budget. Ensuring project plans are updated and shared with relevant teams as necessary, Organising and running meetings and ensuring all project information is clear and accessible to other team members
2. Managing the relationship with Blueprint, our production company and working closely with Blueprint staff on all aspects of event delivery including delegate management, accommodation, venue, catering, bookings, website management and all other logistical elements
3. Briefing and working with the design and publishing team to produce event materials including the conference booklet
4. Directing and working with a range of stakeholders, both staff and members, to ensure relevant people are consulted on all aspects of the event and their views and ideas taken into consideration
5. Promoting the event to members via existing communications channels e.g. regular emails, the website and articles in the Amnesty magazine
6. Liaising with internal and external speakers, coordinating speeches and slide presentations for key speakers and managing rehearsals prior to the event, on and off-site
7. Compiling and approving briefings and joining instructions in collaboration with Blueprint for all attendees including staff
8. Managing all aspects of the event over the weekend, in collaboration with Blueprint, including travelling to Nottingham on April 11 to set up venue and run rehearsals on April 12
9. Ensuring full risk assessments and due diligence is carried out in accordance with Amnesty's principles and practice
10. Ensure all aspects of the project support and reflect the values and ethics of Amnesty International.
11. Ensure the event is carried out according to legal requirements, specifically including health and safety requirements, data protection requirements, and in accordance with AIUK's policies.
12. Managing the income and expenditure budget and reporting on the budget as required after the event.
13. In collaboration with Blueprint and relevant stakeholders, ensure a full evaluation is delivered and reports are shared with key staff and governance bodies
14. Supporting other Events / Talent Producer(s) in the delivery of their projects as required

General

1. Taking responsibility for their own health, safety and welfare, complying with AIUK H&S policy and procedures, and not acting in any way that compromises the safety of themselves, colleagues or the public.

2. Managing the health and safety of volunteers, including conducting risk assessments as appropriate, and ensuring they have access to, and participate in, appropriate instruction, training and supervision.
3. Delivering all aspects of this job description in accordance with AIUK's Equal Opportunities Policy.
4. Undertaking other duties which are in line with the general level of responsibility of the post.

PERSON SPECIFICATION Job Title: Events Producer, National Conference and AGM			
		ESS/DES	MEASURED BY
Experience	Demonstrable experience of developing and delivering successful live events and conferences.	Essential	Application Form / Interview
	Demonstrable project management experience working on complex, high-profile events / projects involving multiple stakeholders	Essential	Application Form/ Interview
	Demonstrable experience of managing agencies and suppliers	Essential	Application Form/ Interview
	Demonstrable experience of managing significant budgets	Essential	
	Demonstrable experience of designing and delivering participative events and projects to ensure a greater sense of ownership by the stakeholders and participants.	Essential	Application Form/ Interview
Skills	Excellent interpersonal skills - outstanding communication & negotiation skills, both written and verbal.	Essential	Application Form/ Interview
	Excellent organisation & prioritisation skills – ability to project manage and manage own work and conflicting deadlines.	Essential	Application Form/ Interview
	Ability to think creatively and inspire innovation.	Essential	Application Form/ Interview
	Flexibility and ability to move between tasks while maintaining accuracy and attention to detail.	Essential	Application Form/ Interview

	Excellent IT literacy – especially Excel, PowerPoint and Word.	Essential	Application Form/ Interview
	Ability to work unsocial hours and/ or to stay away from home overnight occasionally.	Essential	Application Form/ Interview
	Understanding of and commitment to the aims and objectives of Amnesty International.		
Equal Opportunities	Understanding of and commitment to Equal Opportunities.		
Knowledge/Qualifications	Understanding of, and ability to adhere to relevant policies including H&S and Data Protection.		