

Information pack

Events assistant

October 2024

1. Introduction

Green Alliance is a charity, independent think tank and advocate, committed to achieving a greener future. We believe ambitious political leadership is the route to change at the speed and scale necessary.

We play a central role in shaping the natural environment, energy and resources agendas in the UK and are known for our cross party influence and the clarity of our insights.

The high quality of our work, our experienced team and our collaborative approach have enabled us to develop excellent relationships at the highest level, with political parties, businesses, NGOs and academia.

Our free, invitation based events programme is an essential and major part of our think tank output. Through the curation of high profile and specialist events,

reaching a wide network and allowing constructive dialogue and learning, we are helping to further the environmental politics and policy agenda in the UK.

2. The role

In this period of a new government, we have an ambitious programme of events planned under our Political Leadership theme and we are recruiting an events assistant to join us for one year to support the additional work anticipated, as well as assist on Green Alliance's other core events. This work will significantly involve varied activity under our new one year training programme for the environment sector, [Project Boost](#), which includes retreats, workshops and panel discussions.

You will be an enthusiastic individual who wants to develop their experience in events management. In the early stages of your career, you will be keen to learn and develop skills across a range of event formats.

You will need good interpersonal skills and attention to detail, helping us to maintain our high brand values and reputation amongst senior audiences for excellent, smoothly run, 'must attend' events. You will work across teams and will be someone who enjoys multi-tasking and managing a varied workload, at times in a fast paced environment.

3. Position in the organisation

This role is part of Green Alliance's communications team. The communications team includes the head of communications, events and engagement manager, senior press officer, communications officer and communications assistant. The events assistant will report to the events and engagement manager and work closely with the politics team.

4. Key tasks and responsibilities

Event assistance

- Help with logistics and administration in advance of events, including badge making, researching venues, invitation tracking and document circulation.
- Assist in gathering and compiling details for speaker briefings.
- Organise important logistics such as organising event materials, printing and travel.
- Assist onsite at events, for example with registration, venue liaison and managing Q&A mics.

Contact management assistance

- Assist with uploading attendee information to the database.

- Assist with database management, keeping contact lists regularly updated.

Other

- Participate in all-staff planning and training sessions.
- Any task which may be reasonably requested to be undertaken within the scope of this post.

5. Person specification

Knowledge & experience

Essential:

- Previous experience in assisting on events.
- Excellent multi-tasking skills and experience with managing a varied workload
- A high standard of written English.
- An understanding of good communications principles.
- Excellent interpersonal skills.
- Excellent attention to detail.
- Ability to act on own initiative and exercise sound judgment.
- Good organisational skills and time management.
- Flexible team worker.

Desirable:

- Interest in and understanding of environmental issues.
- Experience of working in an office

6. About Green Alliance: our culture and values

Green Alliance is a not for profit organisation working at the heart of the UK's environment sector. We are committed to achieving positive outcomes for the environment. To do so, we aim to create a supportive, inclusive and collaborative work culture that allows our staff to reach their full potential.

In our work pushing for ambitious leadership for the environment we are guided by the following values:

We are optimists: We believe a green and prosperous UK is achievable.

We are change makers: We are flexible and agile, focusing on where the power is, and on whatever we think will have the greatest impact.

We are collaborative: We are pluralists and believe that collaboration and seeking to understand others' viewpoints is the only way to make progress; this is reflected in how we operate both internally and externally.

We embrace complexity: We will never ignore the fact that environmental issues are inherently complex and inseparable from other important issues, including social impacts, and we do our best to address this in all our work.

We are inclusive: In all aspects of our work, we seek to include, involve and listen to diverse voices and communities, as a necessary component of success.

7. About Green Alliance: our vision and strategy

Our vision is for a green, prosperous and equitable UK, where people and nature thrive together.

Society and the economy will be built on strong principles of environmental protection, restoration, resilience and fairness. These will ensure long term wellbeing and a healthy environment.

Everyone, wherever they live, will have affordable, sustainable, high quality homes, transport and food, and access to green spaces rich with nature. The economy and infrastructure will support companies to be resource efficient, offering green jobs.

We believe ambitious political leadership is at the heart of achieving our vision.

What we do

Research and insightful analysis

We provide the evidence to improve understanding of complex environmental challenges and demonstrate how to overcome them.

Advocacy

Our advocacy, based on expert insights, drives greater political ambition, shapes the agenda and improves environmental outcomes.

Convening with a purpose

We forge constructive alliances to raise political ambition and secure progress, through formal coalitions, informal networks and high profile events.

Our strategic aims

We have set four headline goals, outlined below, for the 18 months from April 2024 to September 2025. Delivery of these goals will only be possible through collaborative working across the organisation and the wider environmental and policy communities.

Our aims:

- Secure the political mandate for ambitious action
- Advocate decisive action in the new parliament's first year
- Shape the context for transformative environmental policy
- Ensure our internal culture, systems and processes can maximise our impact and enable our people to thrive.

8. Terms and conditions

Terms:	This post is advertised as 18-month fixed term contract We are happy to consider flexible working arrangements.
Salary band:	£26,532 to £29,673
Salary:	Will be commensurate with experience, but we would expect the starting salary offered to be at the lower end of the band to allow for progression.
Location:	Green Alliance's office is in central London and is fully accessible. We support hybrid working and expect staff to be in the office for at least two days a week, with flexibility to work from home the rest of the time. We will provide IT hardware and other equipment needed for working from home, but you will need good internet access.
Hours:	35 hours per week; the post holder would be expected to work occasional evenings for time off in lieu.
Holiday:	25 days per year in addition to statutory holidays and the period between Christmas and New Year.
Benefits:	Green Alliance aims to be a progressive and considerate employer and encourages employees to maintain a healthy work-life balance. We provide a comprehensive employee assistance programme which includes access to legal advice, counselling and support; a cycle to work scheme; and interest free season ticket loans and (EAP) Employee assistance programme.
Pension:	Green Alliance provides an auto-enrolment pension with Aviva. All employees receive a pension contribution up to 7.5 per cent of gross salary which may be paid into this scheme or another of their choice.



9. Application process

Applicants should complete and return the application form downloaded from the Green Alliance website to recruit2@green-alliance.org.uk. You should focus on how you meet the person specification. Please save and send your completed application form as a Word or PDF document titled **Your Name_EventsAsst**.

Applications by CV will not be considered.

The closing date for applications is 10am Tuesday 5 November. The first round of interviews is expected to take place in person at our office during the week of November 11, 2024.

If you have any queries or would like an informal discussion about this role, please contact Siri McDonnell smcdonnell@green-alliance.org.uk or Annabel Rice on arice@green-alliance.org.uk. All expressions of interest will be received in confidence.

At Green Alliance we believe that a diverse team leads to higher quality policy development and advocacy for the environment. We value the breadth of lived experience of our staff and support people to thrive. We encourage applications from all sections of society, particularly those from working-class backgrounds and people of colour who are under-represented in the environment and think tank sectors, to help us achieve our vision of a green and prosperous UK for all.

Please note that we can only accept applications from individuals with the right to work in the UK. We are unable to sponsor working visa applications.