

Information pack

Events and engagement manager

(12 month fixed term part time maternity cover)

September 2025

Closing date: 23 September at 9am

Interview date: 8 October

1) About Green Alliance

Green Alliance is an independent charity, think tank and advocate committed to achieving a greener, fairer future for the UK. We believe that ambitious political leadership is essential for meaningful environmental change at the speed and scale necessary.

We play a central role in shaping the natural environment, climate 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.

About Green Alliance: culture and values

We are committed to achieving positive outcomes for the environment. To do so successfully, we aim to create a supportive, inclusive and collaborative working culture that allows our staff to reach their full potential.

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

We are optimists

We believe that 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.

About Green Alliance: vision and strategy

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

What we do

We work to secure the political leadership that is needed to address the climate and nature crises. We advocate ambitious, achievable environmental solutions based on robust analysis and evidence. As well as immersing ourselves in achieving impact today, we look to the future to create the context for addressing the hardest to tackle environmental issues. We build a credible case for change by working with politicians, academics, businesses and environmental experts.

Research and insightful analysis:

We provide evidence and improve understanding of complex environmental challenges and demonstrate practically 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. We convene through formal coalitions, informal networks and high profile events.

2) Equity, diversity and inclusion

To achieve a green and prosperous UK for all, we aim to develop policy solutions that create a better future. As well as the environment, we will consider people and social justice when designing environmental policies to bring about a fair green economic transition.

We believe that an inclusive culture is fundamental for people to thrive and feel valued and recognised. We value a diversity of perspectives and lived experience which enhances our organisational culture and our creative policy thinking. We value the breadth of lived experience of our staff and support people to thrive.

The environmental and think tank sectors are among the least diverse workplaces in the UK. We are committed to changing that, in both the way we operate and by exercising our influence.

We believe making progress on equity, diversity and inclusion (EDI), including our commitment to anti-racism, is essential to our success and we recognise that this is a continuous process of improvement and learning.

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.

We reimburse travel expenses for candidates that attend our office for an interview.

Demographic monitoring

When you apply for a job with Green Alliance, you will be invited to fill in an equal opportunities monitoring form. This data is collected anonymously and is automatically separated from your application documents. We would be very grateful if you would complete the form as that will help us monitor the effectiveness of our recruitment approach.

Applicants who require reasonable adjustments

Please contact us at any stage if you have specific requirements which would enable you to participate fully in the recruitment process. For example, you might like more information about access to our office. Please email Iruka, our HR officer, on iegenti@green-alliance.org.uk. If we offer you an interview, we will also ask you if you need any reasonable adjustments.

3) The role

The events and engagement manager is a pivotal member of the Green Alliance team, working across the organisation to deliver a flexible programme of events both large and small, including regular high level core events, reactive online events and project related events as and when required.

The post holder is also responsible for upholding our reputation and brand values and growing our audience. They are responsible for a major element of our communications output, promoting our work to our senior network and external audiences through the curation of high profile events that further the environmental politics and policy agenda in the UK.

The post holder also manages and maintains Green Alliance's contacts database, alongside the communications team, an essential resource for the organisation.

In addition, the events and engagement manager line manages the events assistant whose contract ends in July 2026.

Position in the organisation

The post holder reports to the head of communications and works in consultation with senior management and the policy and politics team on event planning. The position sits within the communications team, comprised of the head of communications, press officer, two communications officers and the events assistant. They rely on additional support from the events assistant and our team of trainees in preparing events, as well as the full staff team, who represent us at events.

Key tasks and responsibilities

Events management:

- Manage and curate Green Alliance core events programme, assist staff as required on their specialist events and be the first point of contact for all event enquiries.
- Target relevant audiences and manage invitee and attendee lists, liaise with speakers and produce briefings and promotional material as necessary.
- Liaise with venues, arranging catering and other event services within budget.
- Oversee all the technical and logistical tasks relating to online events, including generating links and managing reminders, hosting Zoom webinars, welcoming and briefing participants, troubleshooting throughout events, and editing and uploading recordings to YouTube.
- Monitor and evaluate event outcomes in line with organisational and project objectives; gather information and feedback the analysis to staff and board, including invitation uptake and audience profiling.

- Ensure events meet Green Alliance's environmental criteria and are organised according to best value principles.
- Manage events on the day, including directing staff roles in advance of and during the event, and oversee all technical aspects of online webinars, roundtable discussions and seminars.
- Organise internal staff events with the events assistant, including the Christmas party, strategy away days and other internal learning events, such as our lunchtime seminar series.

Database management:

- Manage the contacts database, ensuring it is up to date and accurate.
- Support staff on how to use the database and maintain protocols to ensure ongoing data integrity.
- Keep abreast of GDPR in relation to events and database management.

Other:

- Line manage the events assistant.
- Hold a company credit card.
- Provide any other support which may reasonably be requested to be undertaken within the scope of this post.
- Participate in organisation planning and strategy discussions.
- Due to the nature of the role the post holder will be required to work some early mornings and evenings for time off in lieu.

Person specification

Knowledge, experience and skills

Essential:

- Motivation to work in a purpose-driven organisation, working towards a world where people and the environment thrive together.
- At least two years' experience working in events at manager level in a similar role, with both in person and online event planning and management experience, including estimation and budgeting.
- Strong logistical skills, the ability to organise and plan effectively and efficiently.
- Excellent interpersonal skills; confidence dealing with external audiences at senior levels, approachable, articulate, positive and flexible.
- A good communicator, with clear understanding of the value of excellent contact relations.
- The ability to work effectively under own initiative and as part of a team.
- Administrative competence: high standards of accuracy and attention to detail.
- Previous line management experience.
- Excellent drafting skills for communication and publicity.
- Excellent organisation skills, including prioritising workload effectively to meet deadlines.
- Excellent Microsoft Office skills.

Desirable:

- Interest in and knowledge of environmental issues.
- Knowledge of non-profit sector.

4) How to apply

For your application, we would like you to answer **three** questions that address the key criteria highlighted in the person specification. We will also ask you to upload a CV with details of your education and work experience. We recommend that you prepare your responses to the questions before starting the application process as you will be unable to save your application and return to it later.

Application questions

1. Why do you want to work for Green Alliance and how has your previous experience equipped you for this role? Please give specific examples, referring to the person specification.
2. Share an example of a complex or challenging event you managed. How did you plan and execute the solution?
3. Please describe how you work, with specific examples, including focusing on how you deal with competing demands, working with a team and your communication style.

We recommend that each answer is no longer than 300 words. Where you can, give examples of the experience, knowledge and skills you have gained through employment, study or voluntary activities.

To apply:

- Prepare your answers to the **three** questions above.
- Visit [the vacancies page](#) on our website and select the Events and engagement manager role. Click on 'Apply for this job'. You will be asked to confirm that you are legally authorised to work in the UK.
- Cut and paste your answers to the three application questions online. Upload your CV.
- Review and submit your application. You will receive a confirmation email to acknowledge your application.

Approach to AI

We recognise that some applicants may choose to use AI tools as they prepare their applications. We strongly encourage you to ensure that your application is personalised and accurately reflects your own experience, insights and voice. AI should not replace your own input or authenticity. We want to hear your perspective, not a generic response and reserve the right to reject applications that closely resemble AI generated answers to our application questions.

We are genuinely interested in learning about you, your motivation, your experiences and what makes you a great fit for the role. Your application will be reviewed by one of our team members and we look forward to reading it.

Right to work

All applicants must have the right to work in the UK. Unfortunately, we are not able to offer visa sponsorship, so you will be required to provide evidence of your right to work in the UK during the recruitment process. We are unable to sponsor the renewal of work visas for people who have short-term permission to work in the UK.

5) Terms and conditions

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| Terms: | This post is advertised as temporary fixed term maternity cover for 12 months. We are happy to consider flexible working arrangements. Our preferred start date is 24 November 2025 to allow for handover. |
| Salary band: | £42,845 – £47,388 (pro rata for 0.8 FTE) |
| Location: | Green Alliance's office is in central London and is fully accessible. We support hybrid working; our staff are usually in the office for two days a week. We will provide IT hardware and other equipment needed for working from home; you will need to provide good internet access. |
| Hours: | 28 hours per week: Mon-Thurs. The post holder would be expected to work occasional evenings for time off in lieu. |
| Holiday: | 25 days per year (pro rata) in addition to statutory holidays and the period between Christmas and New Year. |
| 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. |

Staff benefits

We're proud of our staff team and committed to being a healthy and rewarding place to work. We offer the following benefits to all our staff:

- Flexible working. We support hybrid working, with staff expected to be in the office for a minimum of two days a week. We provide equipment for working from home where needed. Staff have flexibility to choose their working hours around core hours, and many work compressed hours.
- Interest-free travelcard or season ticket loan, or a tax-efficient bicycle loan through Cyclescheme.
- Employee Assistance Programme. Access to support 24/7, with opportunities for counselling support when needed.
- Tea and coffee, weekly office fruit delivery. Christmas dinner and activities; summer fun day; annual overnight residential for whole team.
- Training for different roles, such as media, project management and line management.
- CPD for individuals, including opportunities to access training courses or coaching for professional development.
- Trained mental health first aiders who host regular wellbeing activities.
- Lunch and learn programme covering a range of topics.

- Enhanced sick pay and other forms of paid leave for difficult situations such as bereavement.
- Two Values Days per year to be used for slow travel or volunteering.
- Two additional days of annual leave for long service: one additional day after three years of continuous service and a further additional day after six years.

Next steps

Here is what you can expect after the closing date for applications:

Application review

All applications will be anonymised and assessed by our team against the key selection criteria. This ensures we review candidates based solely on relevant skills, knowledge and experience.

We will contact you to arrange an interview if your application is moved forward to the next stage. We expect to do this by the end of the week of **22 September**. We aim to keep candidates informed at each stage of the process and you will hear from us if your application has been unsuccessful.

Interviews

Interviews will be held on **8 October** in person at our office in Millbank Tower, Westminster, London. Candidates will be asked to complete a test as part of the interview. Interview travel expenses will be reimbursed. Candidates unable to attend in person will be offered an online interview.

Reasonable adjustments

We are committed to making this process inclusive and accessible. Please let us know if you require any adjustments or support to participate fully by emailing Iruka, our HR officer, iegenti@green-alliance.org.uk