



Patron: HRH The Duke of Cambridge
Chairperson: Arunma Oteh

| | |
|-----------------|--|
| Job Title | Events Manager |
| Salary | £35k |
| Position | Position Full-Time, Fixed-Term Contract (2 Years) |
| Hours | 5 days a week (35 hours) |
| Reporting to | Deputy Director and Director |
| Responsible for | Interns |
| Location | Remote and onsite working, including at the Royal African Society offices at SOAS in Russell Square and at RAS public events and festivals wherever held |

About the Royal African Society

The Royal African Society (RAS) is a membership organisation that provides opportunities for people to connect, celebrate and engage critically with a wide range of topics and ideas about Africa today. Through our events, publications and digital channels we share insight, instigate debate and facilitate mutual understanding between the UK and Africa. We amplify African voices and interests in academia, business, politics, the arts and education, reaching a network of more than one million people globally. The Society's 120th anniversary is being celebrated in 2021-22 and we want to leverage the opportunity to raise our profile, embark on a membership recruitment drive, increase donations, celebrate our recent achievements, and tell the story of our journey and where we are headed.

About the role

We are seeking to recruit a talented, energetic and efficient **Events Manager** with a creative and innovative approach to promoting contemporary Africa. They will be responsible for designing, managing and implementing the Royal African Society's programme of events, designed to engage the Society's members and the public at large throughout the year. The events, which can be physical, virtual or hybrid, range from small workshops to large scale conferences, often delivered in close partnership with other members of staff and with external partner organisations.

The successful candidate should have a track record of devising and delivering successful public and private events, demonstrate a good grasp of detail, reliability, being a self-starter, and the ability to work with a wide range of partners in both the public and private sectors. They will work under the guidance of the Director and Deputy Director, but have confidence to act autonomously when necessary, and to work harmoniously with the whole of our small but dynamic team.



Patron: HRH The Duke of Cambridge
Chairperson: Arunma Oteh

Main Tasks & Responsibilities

- Research, plan and implement a year-round events programme for the RAS including corporate and public events.
- Develop themes for one-off and structured series of meetings with a range of strategic, corporate and venue partners.
- Identify and secure speakers and special guests.
- Manage all events logistics, including hospitality, invitation lists, venue management, Zoom technical management, and accessibility and other participant needs for physical events.
- Work collaboratively with senior management and other RAS staff including the Fundraising Manager, Communications Manager, Corporate Relations Manager, Membership Secretary, Africa APPG Co-ordinator and African Arguments Editors to ensure coherence across the Society's events programming and effective promotion of Society events to members (via Mailchimp) and public (via website and social media).
- Develop effective partnerships with key external stakeholders and partners, especially venues
- Manage the annual budget for the Corporate & Public Events Programme.
- Maintain and update the Customer Relationship Management database (Salesforce).
- Evaluate events, maintain a log of statistics for past events and produce (brief) quarterly and annual reports on the events programme
- Support the organisation of Film Africa and Africa Writes (though these are primarily managed by dedicated teams).
- Attend external Africa-focused meetings and networking events on behalf of the RAS when necessary.

Person Specification

Below are the requirements we will assess applicants against throughout the selection process.

Experience

1. At least 3 years' experience in event management.
2. Experience of web content management systems, particularly Wordpress.
3. Experience using email marketing platforms (Mailchimp or similar).
4. Experience producing events using online platforms (Zoom, Facebook Live, Hopin or similar)
1. Experience with design programmes (Photoshop, InDesign).
5. Experience of Salesforce or similar Customer Relationship Management (CRM) system.
6. Experience managing budgets and finances.
7. Previous experience of working in a small team, ideally including managing junior staff members.



Patron: HRH The Duke of Cambridge
Chairperson: Arunma Oteh

Skills & Attributes

1. Excellent communication, relationship-building and interpersonal skills.
2. Excellent organisational skills, with ability to successfully multitask, manage time and meet deadlines.
3. Ability to adapt quickly and respond to changing circumstances and deadlines.
4. Good team working abilities.
5. Responsibility and independence, including good judgement over when to use your own initiative and when to seek advice or refer to senior management.

Education, Knowledge & Competencies

1. Degree in communications, marketing, journalism, media studies or similar.
2. Knowledge of and interest in contemporary African affairs, arts and culture.
3. Commitment to the vision, mission and values of the Royal African Society.

Key Dates

Deadline: Friday, 6th May 2022, 5PM BST.

Notification: if shortlisted, you will be notified by Wednesday, 11th May 2022.

Interviews (via Zoom): Monday 16th and Tuesday 17th May 2022.

Start date: w/c Monday, 6th June 2022 or as soon as possible thereafter.

Please send your CV and cover letter to **dh35@soas.ac.uk**.