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| Job Title **Job Description and Personal Specification** | |
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| **Job title:** | Events and Policy Manager (employability programme) |
| **Place of work:** | Pear Tree Street/Home-based |
| **Hours of work:** | Full time (37 hours per week) fixed term for 2 years, with view to extension |
| **Salary/Grade:** | Zone 1 GG £30-35K |
| **Reports to:** | Head of Policy and Public Affairs |
| **Level of screening:** | n/a |
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| Who we are | |

Catch22 exists to help build a society where everyone has a good place to live, good people around them, and a fulfilling purpose. [We call these our '3Ps'.](https://www.catch-22.org.uk/about/our-vision/)

We achieve this in two ways. Firstly, we improve lives on the frontline through delivery of public services. Secondly, we use our knowledge to change 'the system', to fix the complex web that can trap and disempower those it was set up to help. With the heart of a charity and the mindset of a business, we are uniquely placed to deliver on this challenging agenda.

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| Where you fit in |
| Sitting within Catch22’s Communications Team, you will manage the events and policy programme for a new employability programme within Catch22 which focuses on supporting young people intro creative and digital careers. This is an exciting programme funded by TikTok and is set to support hundreds of young people who face barriers to work, into sustainable jobs.  The role will involve creating a comprehensive events plan for the programme – including recruitment events, employer engagement events and launch/graduation events - and leading on their delivery. Events will be a combination of in-person and online.  You will also lead on gathering policy insights from the programme, through planning and delivering a series of policy roundtables. Supported by Catch22’s Head of Policy and Public Affairs, you will ensure relevant policy makers and decision makers are involved in the roundtables, and capture key discussion points and recommendations in blog posts and articles as appropriate.  You will work closely with the programme’s operational team to gather success stories and impact measures to feed into Catch22’s wider communications work around youth employment. This will include overseeing the production of written and video case studies. | |
| Main Duties & Accountabilities |

* Plan the programme’s events programme, covering recruitment events, employer engagement events and policy roundtables
* Deliver an effective launch event for the programme – and graduation event for when participants have completed
* Ensure all events are planned effectively and that invites are sent out in a timely way, speakers receive briefings and joining details and attendees are logged on Salesforce
* Review events to determine what went well, what didn’t and implement improvements for future events
* Develop a strong knowledge of the youth employment policy context and feed learnings from the programme into Catch22’s wider policy work
* Working directly with internal and external colleagues to meet the needs of the organisation and build our expertise and impact
* Build a case study bank for the programme, ensuring there are strong written and video stories of participants
* Supporting the Director of Communications and Head of Policy with key insight and data to inform ahead of strategic meetings or media requests.
* Provide regular communications updates on the programme to the partner

This list is not exhaustive and other duties may be required within the scope of this role.

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| What does good look like for this role? |

* Able to form strong working relationships with Catch22 staff and the external partner
* Able to organise and plan events effectively, ensuring they are delivered to a high standard
* Able to grasp the aims of the programme quickly and talk authoritatively about its impact
* Able to apply the findings of the programme to the wider policy context and inform Catch22’s wider campaigning work on youth employment
* Able to work closely with the wider Catch22 communications team to maximise the impact of the programme
* A keen interest in the youth employment policy landscape
* Driven by the potential of this programme to create policy change

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| Organisational Relationships This role reports to the Head of Policy and Public Affairs which sits within the Communications team. You will work closely with the operational team for this employability programme and other members of the Communications team (including the PR and Events Officer). You will also represent Catch22’s communications team at partnership meetings relating to this programme. |

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| Job Title: Person Specification | | | |
| **COMPETENCY** | **ESSENTIAL** | **DESIRABLE** | **ASSESSMENT** |
| **QUALIFICATIONS** | Educated to degree level or with equivalent professional experience |  | Application |
| **KNOWLEDGE** | Knowledge of working with key virtual events platforms, i.e. Zoom webinar  Knowledge of working with Salesforce (or other CRM system)  Knowledge of the youth employment policy agenda | Experience of working on policy development in the youth employment sector | Application and interview |
| **EXPERIENCE** | Experience of designing and delivering successful online and offline events  Experience of working within in an events team, or in a role involving events planning  Experience of building successful stakeholder networks across a range of sectors  Experience of translating practice into policy recommendations | Experience of working with policy makers and/or decision makers  Experience of influencing stakeholders at a local and national level | Application and interview |
| **SKILLS & ABILITIES** | Ability to work well under pressure, juggling competing priorities, at pace  Highly organised with effective time management skills  Excellent copywriting skills and strong attention to detail  Ability to present complex information in an accessible way to a range of audiences  Excellent inter-personal skills  Ability to use own initiative and work well in a team environment  Ability to work in a matrix environment, cross-function | Experience using event planning software | Application and interview |
| **OTHER** | Demonstrate Catch22 values in all areas of work  Awareness of and commitment to Equality, Diversity & Inclusion  Desire to develop and undertake training as required |  | Application and interview |