



## Royal African Society

Job Title	Corporate & Public Events Officer
Salary	£26,000 to £28,000 (depending on experience)
Position	Full-Time, Fixed-Term Contract (2 Years)
Reporting to	Deputy Director
Leave allowance	25 days

### Introduction

The Royal African Society 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.

As a London-based membership organisation and a hub for discourse and debate, the Royal African Society organises a diverse programme of corporate and public events - from public lectures, panel discussions and debates to closed briefings, roundtables and private dinners/lunches for our corporate members and partners.

We are looking for a dynamic person with an interest in events management, a demonstrable passion for a wide range of topics pertaining to contemporary Africa, and an ability to work with a wide range of partners in the public and private sectors to be our new Corporate & Public Events Officer.

### Job Description

The Corporate & Public Events Officer will be responsible for designing and implementing the Royal African Society's programme of events. Working alongside the rest of the RAS team and under the guidance of the Director and Deputy Director, the Events Officer will research, plan and deliver a coherent programme of events and meetings to engage RAS members and the public at large throughout the year. The role will entail the following main tasks and responsibilities:

- Research, plan and implement a year-round events programme for the RAS including corporate and public events.
- Work collaboratively with senior management and other staff including the Fundraising Manager, Africa APPG Co-ordinator and *African Arguments* Editor to ensure coherence across the Society's events programming.
- 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, technical requirements, accessibility, and other participant needs.
- Manage the annual Corporate & Public Events Programme budget.
- Promote and market the Events Programme to current and potential new members via email and social media.
- Support the organisation of Film Africa and Africa Writes (though these are primarily managed by dedicated teams).
- Maintain and update the Customer Relationship Management database (Salesforce).
- Work on set criteria to evaluate each event, keeping a log of main stats & figures
- Produce quarterly and annual reports on the development of the events programme
- Attend external Africa-focused meetings and networking events on behalf of the RAS

**Person Specification** (*E = Essential & D = Desirable*)

Experience of successfully managing and delivering events	E
Experience of setting and managing budgets	E
Experience of using a CRM database (preferably Salesforce)	D
Excellent communication and interpersonal skills	E
Excellent organisational and project management skills	E
Ability to work on own initiative and as part of a small team	E
Commitment to the values and ethos of the Royal African Society	E
Ability to undertake research and write succinct copy	E
Demonstrable interest in contemporary African issues	E
Confident networker and social media user	D

**To apply, please send your CV with a covering letter outlining why you think you are suitable for this position to Sheila Ruiz at [Sheila.Ruiz@soas.ac.uk](mailto:Sheila.Ruiz@soas.ac.uk).**

**The covering letter should not be more than 1,000 words long and should demonstrate your suitability for the job using examples of any relevant skills and experience referring to the Person Specification above.**

**The closing date for applications is 5PM on Wednesday, 10<sup>th</sup> October 2018. If shortlisted, you will be notified by Friday 12<sup>th</sup> October 2018.**

**Candidates should have the right to live and work in the UK and must be available for interview on Tuesday 16<sup>th</sup> October 2018.**

**N.B. Due to the large number of applications we usually receive, we will only be contacting applicants shortlisted for an interview.**