Events Officer
3 days per week | £26k pro rata
Fixed term contract - 27th April to 3rd December 2020
Reports to: Senior Communications, Marketing & Events Manager

About us

The Rory Peck Trust (RPT) provides practical and financial support to freelance journalists and their families worldwide, assisting in times of crisis and helping them to work more safely and professionally. We do this through assistance grants, our training fund, and online resources, as well as our annual Awards which uniquely celebrate the work of freelance journalists.

We believe that freelancers play an important and integral role within newsgathering and see the Trust’s purpose of protecting and supporting them as a practical and significant contribution to independent journalism and the free flow of information.

Based in London, the Trust works with a network of international partners. It is a co-founder of the Journalists in Distress (JID) network, a global group of organisations that provide support to journalists whose lives or careers are threatened because of their work. The JID network allows members to coordinate assistance and maximise their impact on a global level. The Trust sits on the Board of the ACOS Alliance, an unprecedented coalition of news organisations, freelance journalist associations and press freedom NGOs working together to champion safe and responsible journalistic practices for freelance and local journalists.

The Trust is based in central London at Somerset House.

Further information can be found at https://rorypecktrust.org/.

About the role

We’re looking for an Events Officer to help with the coordination of our annual flagship event, the Rory Peck Awards. The successful candidate will also assist with the coordination of other events, as well as with fundraising initiatives and events in our 25th anniversary year.

This is an excellent opportunity for a professional looking to grow their experience in events coordination – and to further their knowledge of the UK and international media industry. The role would suit a candidate looking to progress their career in events for a non-profit.

Job Description

The role will involve working on the following areas:

Rory Peck Awards
- Processing Awards entries and payments
- Managing queries, ticket sales and bookings
- Marketing the call for entries and tickets
- Assisting with preparation of digital and hard copy publicity materials
- Working with the Communications Officer to manage Awards social media and website
- Assisting with judging process and managing the jury day
- Liaising with sponsors, judges, entrants and attendees
- Coordinating nominee materials
- Booking travel and accommodation for finalists
- Assisting with coordination of the Awards ceremony
- Recruiting and supervising volunteers

Events
- Assisting with coordination of any other events throughout the year, including managing ticket bookings/sales/rsvps, securing sponsorships and on-the-day technical and hospitality support

Administration and research
- Updating and managing mailing lists and databases
- General administration tasks
- Researching potential Awards sponsors and Awards entrants

Person Specification
- An interest in journalism and current affairs
- Minimum two years’ experience in event coordination, preferably large-scale events
- Excellent computer skills, including Excel and digital editing
- Ability to manage multiple tasks at once and deal with problems quickly and effectively
- Strong attention to detail and highly organised
- Ability to interact with a wide range of people confidently
- Ability to prioritise and deliver high-quality work with minimal supervision; able to multi-task and work under pressure

Desirable
- Photography and filming skills
- Experience in updating websites
- Experience in or knowledge of the media industry

Note: All staff roles include a contribution to main RPT operations and other duties as necessary.

The successful candidate will be working closely with a small, multi-national team where individuality, creativity, effort and good judgement are appreciated. In return we offer opportunities for flexible working and a generous leave package. Occasional evening and weekend working may be required.

Please note: this post is only open to candidates who have the right to work in the UK.

How to Apply

To apply, please email your current CV plus a short cover letter (max. one A4 page) outlining what you bring to the role and why you want to work at the Rory Peck Trust to Leanne Dmyterko, Senior Communications, Marketing & Events Manager, at leanne@rorypecktrust.org.

Deadline for applications: Monday 23rd March, 10am.

Please note that late applications will not be accepted.