

RORY PECK TRUST

Communications & Events Manager

Full-time position: £35,000

Maternity Cover Contract from 1st November 2021 to 31st December 2022

The Rory Peck Trust is a registered charity which exists to support freelance journalists in times of need, and to promote their welfare and safety. The Trust enables freelancers to gain essential safety training including HEFAT, cybersecurity, information security, trauma management and mental health self-care as well as financial assistance in times of hardship. An internationally respected organisation, the Trust works in partnership with media and civil society organisations around the world.

The annual Rory Peck Awards is the Trust's flagship annual event. Established in 1995, the Awards uniquely honour freelancers working behind the camera in news and current affairs - the video journalists, filmmakers, cameramen and women who work independently, often without the formal support or back up of a large media organisation, to bring us the video footage that we see in broadcast news. Every year, the Rory Peck Awards celebrate their extraordinary films, reports and footage and demonstrate why freelancers deserve support and recognition. This year's Rory Peck Awards ceremony will take place at BFI Southbank on Thursday 16th November, the event is attended by senior managers and editors from international news broadcasters, the award winners receive broadcast coverage on Channel 4 and the BBC.

ROLE

To oversee the Rory Peck Trust's Communications and Events maintaining the trust's established status and reputation with a particular focus on our flagship event of the year, the Rory Peck Awards, which contributes to core funding for the trust through sponsorship, ticket sales and advertising.

The Communications & Events Manager will report to the Director and be supported by a Communications Officer. Logistics for the Awards ceremony itself is managed by [Stoneapple](#), a professional live events production company.

The Trust's staff operate as a distributed team, working remotely but meeting regularly in central London.

To apply send your CV (max 1 page) and a cover letter (max. 2 pages) explaining how you fit the person criteria and why you think you are right for this role to **Clothilde Redfern, Director, Rory Peck Trust** clothilde@rorypecktrust.org before midnight on Sunday 3rd October.

MAIN RESPONSIBILITIES

- **Management**
 - Managing the trust's marketing, comms & events budget including the annual awards ceremony budget
 - Regular reporting to Director, key sponsors and stakeholders
 - Line manage Digital Communications Officer, overseeing output and workload
 - Manage freelance hires – photographers, videographers, website editors, graphic designers... setting briefs, providing timely feedback and ensuring work is delivered to time and standard.
 - Manage event volunteers.
- **Communications & Marketing**
 - Commission adequate filming of our events year-round to produce an annual promo film showcasing the work of the trust.
 - Oversee our website so it is up to date and represents our activities in the best possible way.
 - Coordinate online activities and associated outreach to promote all our activities, working with funders & sponsors on any joint comms to promote partnerships.
 - Liaise with broadcasters re awards-related coverage where necessary (i.e. BBC Firing Line & Channel 4 shorts).
 - Write copy and source images for the trust's Awards and Annual Review catalogue which showcases each of the freelancers nominated at our awards as well as the charitable projects undertaken by the trust in the previous year.
 - Ensure consistent branding on all marketing materials and at all trust events.
- **Events**
 - Develop opportunities for RPT to raise its profile through webinars, panels, talks and round tables, managing the content, speakers and moderators to raise awareness of our work.
 - Manage all marketing and comms to support RPT events including managing attendee lists.
- **Awards Ceremony**
 - Seek out, process and preview entries, ensuring receipt of all required information and materials, assisting with the shortlisting process.
 - Lead responsibility for the schedule of activities linked to the awards which runs from March to November.
 - Organise judging sessions and jury panels, liaising with judges and venues, collating and circulating materials, taking notes at jury sessions.
 - Liaise with Awards sponsors, venue, finalists and guests.
 - Liaise with the events production company regarding logistics for the ceremony.
 - Liaise with all award nominees ensuring we have all their credit information and masters of their work being showcased as well as coordinating travel, accommodation (and visas where necessary) to ensure their presence at the awards ceremony.
- **Revenue generation**
 - Assist the Director with securing new and existing sponsors & advertisers, ensuring delivery of all contractual benefits.

- o Pro-actively drive ticket sales and outreach via newsletters, and direct marketing to supporters, news organisations and others in the industry.
- o Manage our annual Christmas appeal to raise individual donations.
- o Oversee the management of the ticket booking system via Eventbrite.

PERSON SPECIFICATION

The Rory Peck Trust is looking for a dynamic highly organised individual, with a real interest in current affairs and the role of freelancers in international newsgathering. The successful candidate will be expected to work closely with the Director and other members of our small, dedicated team, while also managing relationships with donors, sponsors, partners and awards participants. We need someone with excellent organisational skills and experience, preferably in a media, charity or NGO environment, who will enjoy working in a close-knit team to raise the profile of, and maximise opportunities for, the trust through communications, marketing and events. We are looking for candidates with initiative and self-motivation, a proven record of working with a high level of autonomy and with excellent accuracy and attention to detail. A good communicator and team player, you will have excellent communication skills with the ability to compose professional and articulate emails and the confidence to speak to sponsors over the phone.

Essential skills and experience

- A minimum of ten years working experience, preferably in a media, charity or NGO environment
- Experience of managing a six-figure budget.
- Excellent written and spoken communication skills with experience of copywriting.
- Experience of managing the creation of marketing materials for print, online, digital and video.
- Experience of organising the editorial content of events and panel discussions
- Ability to manage own workload and fellow team members to ensure effective resource management to deliver projects on time and on budget.
- understanding of and respect for the requirements of confidentiality

Personal qualities

- clear, open and honest communicator
- willing to give and receive feedback
- creative and positive approach to problem-solving
- willingness to take on responsibility and make decisions
- Ability to maintain accuracy and attention to detail when working under pressure
- the ability to keep and work effectively to tight deadlines

Desirable skills and experience

- working with images and video (e.g. Photoshop, Adobe Premiere)
- a solid understanding of social media
- experience of database usage and management (Submittable)
- a global outlook and an interest in international news and current affairs
- understanding of the pressures and stresses of working as a freelancer in the media industry