

# ACADEMY of SOCIAL SCIENCES

## **Campaigns & Events Officer**

**Full-time, home-working, £28,000-30,000 pa**

**A great opportunity for a talented graduate with experience in the broad area of events, advocacy, external affairs and/or policy to further their career. Can you help us deliver an exciting programme of work that makes a difference? We are looking for a motivated, meticulous colleague with a can-do attitude who enjoys being part of a small, friendly and dynamic team.**

Working closely with the Head of Policy and Public Affairs and others in the Academy and its Campaign, you will help to deliver a range of events, website content and communications to raise awareness of the social sciences and their vital role in tackling society's challenges. You will also support work with the Academy's esteemed Fellowship, some of which involves administration.

The Academy of Social Sciences is a unique and independent UK charitable organisation that brings together the best in the social sciences, from across academia, policy, and practice. We are a highly respected and established professional body, and the only UK organisation dedicated wholly to the promotion of social science.

It's an exciting time to be joining. Our [new strategy](#) sets out our vision for the next five years, which includes expanding our events programme and exploiting more fully the synergies between our campaign, policy, advocacy and communications work to deliver impact, as well as delivering some important new projects.

This is a great opportunity for a graduate, ideally in one of the social science disciplines, who is looking to deepen their broad-brush career experience so far, and take more responsibility within a small team. You will have relevant work experience since graduating, including event organising experience, and be able and willing to work from home. You will be bright, flexible and with experiences and ideas to deliver programmes of engagement, and have excellent IT and written and verbal communication skills. You will have good attention to detail, an appreciation of the importance of analytics, a willingness to work hard and to use initiative, and enjoy being part of a small team at the heart of the organisation. You will bring good interpersonal skills and a sense of humour.

## **About the role**

Working with the Academy team and reporting to the Head of Policy & Public Affairs, the post will play a major role in the delivery of an engaging programme of events for Fellows, the wider social science community and other stakeholders, and also support external affairs, communications and elements of the Academy's administration.

## **Job Description**

- **Events delivery**
  - Research topics, speakers and venues for a programme of events both in person and online
  - Set up of event registration, via online platforms, and draft copy for marketing of the events programme
  - Monitor and respond to bookings and related enquiries
  - Event administration - including but not limited to liaising with IT provision and venue, producing registration lists and badges, managing special requirements of participants, and liaison with catering.
  - Support event delivery on the day, both online and in person at selected venues.
  - Assist with post event communications e.g. drafting summaries, social media posts and video production
- **Campaigns and Policy delivery**
  - Support the research and production of timely and relevant policy briefings, reports and updates to the social sciences community (including policy makers, member learned societies, HE professionals)
  - Support relationship building between the Academy/Campaign for Social Science and members of the wider social sciences community
  - Support collaboration with Fellows, working groups, and others within the social sciences community
- **Communications support**
  - Assist with drafting, creating and publishing a range of communications e.g. social media, emails, newsletters and audio-visual materials (e.g. videos/audiograms)
  - Produce new content for the website aimed at promoting the social sciences (e.g. Comment and analysis pieces, Making a Difference case studies)
  - Monitor the website for out-of-date content and broken links
  - Monitor shared email accounts
- **Administrative support**
  - Provide administrative support for the Forum for Leaders in Social Sciences
  - Maintain key external contact lists for the purposes of promoting the social sciences and the Academy's work
  - Undertake research and other activities to support fundraising
  - Any other administrative duties required

## **Experience, skills, and qualities**

### Essential experience and skills required:

- Educated to degree level or above, preferably in a social science discipline.
- Setting up and communicating events via a range of platforms (e.g. Eventbrite, Zoom, email marketing platform) and running events, ideally both online and in person.
- Experience of running high-quality events aimed at influential audiences.
- Desk research skills, at the level required for this role.
- Good writing skills and experience in drafting succinct summaries.
- Ability to analyse information and basic data and to communicate findings to a range of audiences.
- Communication through a range of media and channels (such as website, social media, emails).
- Collaboration with internal and external stakeholders to deliver great outcomes.
- At least two years of relevant work experience.
- Ability to deliver a programme of work to timely completion, and to contribute ideas as part of a team.
- An appreciation of the value of difference, diversity and inclusion, ensuring fairness and opportunity for all.
- An understanding of working in a small team and a willingness to roll up your sleeves and make a difference.
- Adept at completing projects independently and to a high standard, good at multi-tasking, and willing to work against tight deadlines when the need arises.
- Well organised and with sound administration skills.
- A can-do approach combined with rigour and attention to detail.
- Diplomacy and excellent interpersonal and liaison skills.

### Desirable (but not essential)

- Knowledge of the social sciences and understanding of the big challenges facing society today.
- Experience in a similar sector (e.g. higher education, learned society/professional body, charity).
- Understanding of working in a charity for public benefit and with political impartiality.
- A sense of humour.

## The Academy of Social Sciences

The Academy of Social Sciences is the national academy of academics, practitioners and learned societies in the social sciences. We exist as a charity to 'promote social sciences in the UK for public benefit'. We have an elected Fellowship (membership) of some 1,600 individuals, nominated for their leading expertise and contributions to the wider world of social science, and 48 member learned societies, all of whom collaborate and support our work in different ways.

Formed some 25 years ago from a precursor association of learned societies in the social sciences, the Academy has strong roots, great networks, and much respect in the social sciences community.

It fulfils a UK-wide and distinctive remit independent of government and government funding. It is supported financially by member subscriptions, sponsorships and project-based fundraising.

### Terms

This is a full-time, permanent position, subject to successful completion of a six-month probationary period. There is some flexibility in how the hours (35 pw excluding lunch hours) are worked, but with the expectation that all full-time employees work the core hours of 10am to 4pm.

The Academy is currently operating as a virtual organisation with all staff working from home. The Academy keeps under review the option of offering staff some hybrid working space in London. The role will be comfortable working largely from home but live within sufficiently easy reach of London to attend meetings in person, including quarterly team meetings. There will also be the occasional requirement to travel to events being held across the UK.

The position is salaried (FTE) at £28,000-30,000 pa, according to experience.

The Academy offers generous leave entitlements and employer contribution to a defined contribution pension scheme.

### Enquiries and applications

Please direct any enquiries about the role to Dr Ed Bridges, Head of Policy and Public Affairs, Academy of Social Sciences ([E.Bridges@acss.org.uk](mailto:E.Bridges@acss.org.uk))

The **closing date** for applications is **midday on Friday 20 September 2024**.

Please send a CV and covering letter (max 2 sides of A4), evidencing how you meet the requirements of the job description and person specification, and listing your current salary, to Dr Sarah Jones, Director of Operations [administrator@acss.org.uk](mailto:administrator@acss.org.uk)

Successful shortlisted candidates will be contacted during the w/c 23 September 2024, with interviews expected to be held on **Wednesday 2 October via Zoom**. Second interviews may be held in person the following week.

If you have not heard from us by the end of 27 September 2024, please assume you have not been shortlisted for interview; we thank you for your application.