



SOIF Foresight Retreat and Events Coordinator

Contract based. Remote working | Up to 20 hours per week | £12.50-£17.50 per hour

School of International Futures (SOIF) is a young, dynamic not-for-profit consultancy expanding quickly, focused on making the world a better place in the future and passionate about the work we do.

We are looking for a highly-organised, energetic coordinator to support our work with international governments, NGOs and businesses to create better futures.

Our current work locations are London, Brussels and San Francisco; we will expect you to work remotely with scope to define your working hours. Find out more about us at: soif.org.uk

The ideal candidate will be experienced in handling a wide range of administrative and organisational support tasks and able to work independently. You must be reliable, efficient, process driven, well organized, flexible, and enjoy the challenge of supporting a small, fast-moving and growing team in a dynamic environment, sometimes under pressure.

Responsibilities

Coordination of SOIF Foresight Retreats and events

SOIF foresight retreats are a unique combination of capacity building, networking and coalition building, and conference. Our annual retreat SOIF2018 is a 5-day residential event for 40 participants in the UK held in August 2018.

Your role will be to manage and support the administration and logistics of our retreats and events. You will liaise with speakers and participants and be responsible for all administration to ensure the smooth preparation and running of the event. There are logistical, marketing and content aspects to the role, and you are the lead project manager, coordinating the contributions of the Programme and Research Director, Managing Director, designer, and others.

In addition, SOIF occasionally organizes events in the UK and beyond throughout the year. You will help with the logistics of these events where necessary.

Qualifications

- Self-starter, organised, attention to detail and able to work in a virtual team to deliver to tight deadlines
- Strong events coordination experience including, marketing, participant and speaker liaison
- Event communications (especially Social Media - twitter, commissioning blogs and writing a few basic blogs) and outreach
- Experience working with designers to develop event material (brochures, pamphlets)
- Event content development (working with Programme and Research Director, Guest faculty and the Pedagogy Expert to polish final version of retreat teaching materials)
- Ability to clearly summarise and document processes and capture knowledge
- High level of proficiency in Microsoft Office and Google docs/sheets and in possession of a computer/laptop equipped with the latest programs
- Fluent English-speaker and excellent written English (additional languages a bonus).
- Excellent communication skills, including with senior stakeholders across public and private sector

Desirable

- Knowledge of Adobe Indesign, Photoshop or similar graphic design packages would be welcome
- Experience working in a start-up and remote environment
- Marketing and Communications experience
- Experience designing and managing multi-day events

Hours

The role is for up to 20 hours a week with the potential to expand. We would prefer a working arrangement spread across a minimum of 4 days a week.

Application

We are looking for the right candidate who can start as soon as possible. An initial 6-month contract is preferred with the possibility for extension. We need someone who is available to manage an increased workload in the month preceding the retreat (6-10th August 2018).

Interested candidates should submit a detailed covering letter and CV, plus any relevant writing samples and materials to: debbie@soif.org.uk by 6 April 2018.

Interviews will be held between 12 and 19 April 2018.