

Communications Officer (Events)

£32,840 - £42,570 p.a., depending on experience

London | SW1

The Resolution Foundation is an independent think-tank focused on improving living standards for those on low-to-middle incomes. Our reputation for rigorous analytical work that results in effective policy solutions places us at the forefront of the UK debate on economic and social policy.

The Resolution Foundation is looking for a talented and committed individual to contribute to the delivery of our communications strategy, including leading on the delivery of our high-profile public events programme featuring prominent politicians, economists, business leaders and policy makers.

What does the role involve?

As a key member of the communications team, the successful candidate will work closely with our Chief Executive and core team of economic and policy experts to ensure our events align with the quality of our research and analysis. The role involves delivering a busy events schedule that maintains our existing profile in the policy making sector while also reaching out to new audiences across the UK. Opportunities to contribute to our full range of communication outputs (covering press, online and social media) will also be available as we continue to deliver an exciting plan of work at a crucial time for the economy, and for public policy.

We are a fast-paced organisation, currently focused on the state of the nation and prospects for raising living standards in an election year, as well as contributing to crucial longer-term public policy debates from the future of the minimum wage to intergenerational equity. Knowledge of the UK's social policy environment would be beneficial, but key to success in this role are excellent communication and project management skills, plus a creative, flexible approach.

What kind of person are we looking for?

We are interested in hearing from individuals who are passionate about delivering high quality live events and keen to work with leading politicians, business leaders, and economic policy experts. Previous experience in event delivery in some capacity is essential, but most important are clear, fluent and concise communication skills, the confidence to work collaboratively with a wide range of stakeholders from academia, government, industry, and the broader research community, and the ability to edit complex material for a non-specialist audience.

The role also requires the ability to respond flexibly and proactively to changing events. Excellent organisation skills are essential, as is the capability to work at pace, on a number of different projects at the same time. The ideal candidate will be a fast learner who is comfortable picking up new skills on the job and shares our commitment to the Foundation's purpose. Due to the nature of the position, flexibility to fulfill some out of hours work is also needed, for which time off in lieu will be available.

What is the organisational culture?

The Resolution Foundation prides itself on analytical rigor and we strive to achieve standards of excellence in all our work. This commitment is matched by dedication to our core purpose, working to improve the living standards of those on low to middle incomes. These twin pillars of rigour and purpose underpin everything we do.

The Foundation is a small close-knit team and staff members support each other and share cross-organisational work in addition to fulfilling individual responsibilities. We offer a competitive benefits package and the opportunity to join our team at an exciting time in our development as the Foundation builds on a period of significant impact and seeks to step up to major challenges in the years ahead. We actively develop and grow the skills and reputations of all our team, and provide training and development opportunities, including support for formal qualifications when applicable. The Foundation's office is based in Westminster with home working available two days per week. We also have a range of equality, diversity, inclusivity and family-friendly policies and practices.

Diversity at the Resolution Foundation

We value and are committed to increasing diversity within both our own organisation and the economic policy making sector more widely, and we are keen to attract applications from under-represented communities and groups. For more information about our ongoing work in this area, please see our [recruitment brochure](#).

Pre-application Workshops

As part of this commitment, we invite interested candidates from underrepresented groups and communities to attend an online pre-application workshop with our team, where we will share information about the think tank sector generally, the application process, and what it's like to work for the Foundation as a Communications Officer.

This online pre-application workshop is a positive action initiative aimed at people from Black, Asian and other minority ethnic groups, candidates with work-limiting health conditions or impairments, those who are looking to start a second career and / or transferring from another industry and candidates from the LGBT+ community.

The workshops will be held online on Friday 24 May 2024. If you are interested in attending, please complete this form: <https://forms.office.com/e/aCviRJyxRZ>.

We are also happy to provide reasonable adjustments relating to the application process and/or the demands of the role itself. Please contact sharmina.khanam@resolutionfoundation.org if you would like to speak to someone in confidence about your needs.

Closing date: 08:59am on 3 June 2024

First interviews: 11 June 2024

Second interviews: 17 June 2024

Main duties and responsibilities

- Working closely with the Director of Communications, deliver and expand the Foundation's busy programme of high-profile external events, including:
 - Event production, including speaker outreach and prep, promotion and technical set up.
 - Deliver the Foundation's public events in Westminster, finding new ways to improve both their quality and reach;
 - Deliver the Foundation's public events around the UK, including sourcing venues, partner organisations and audience building;
 - Integrate material from events – including livestreams, podcasts, photos and video clips – into the Foundation's wider communications strategy; and,
 - Oversee the Foundation's party conference programme.
- Working alongside the communications team, assist with the development and delivery of the full suite of RF communication outputs, including:
 - Use Adobe InDesign to publish Foundation reports (with help and direction from colleagues);
 - Summarise and publish RF reports, briefing notes on the website;
 - Write press releases, sell-in stories and deal with media enquiries;
 - Oversee the day-to-day running of RF digital channels, including the creation of infographics, twitter threads, and research summaries.
- Any other duties as deemed reasonable by the Director of Communications

About you

Essential requirements:

- Clear, fluent and concise oral and written communication skills
- The ability to edit complex economic material and a close attention to detail
- An excellent understanding of UK politics, and social and economic policy
- A good understanding of the media and communications
- Knowledge and experience of digital communication including content creation in some or all of these formats: audio, videos and podcasts
- A professional manner and the ability to deal confidently with a range of external stakeholders
- A creative ability to contribute new thinking on how best to communicate the Foundation's work
- A commitment to the Resolution Foundation's core mission

Desirable characteristics:

- Experience of content creation in some of these formats: livestreams, websites, video, animation, graphics and audio.
- Experience of using a CMS, ideally WordPress.
- Knowledge of the Adobe Creative suite, particularly InDesign and Illustrator.

How to apply

Resolution Foundation uses an online application platform for all our roles. Developed by the Behavioural Insights Team, Be Applied is designed to eliminate unconscious bias in the recruitment process. If you would like to apply, please visit <https://app.beapplied.com/apply/zz6ksoetaj>.

The application process has two stages.

I. About you: The platform will ask you for some personal details and to upload your CV. The work-based scenario questions are first assessed blind by multiple reviewers so your personal details and CV will only become visible to the Foundation if you are shortlisted.

II. Work-place scenario-based questions: You will be asked to complete three work-place scenario-based questions which are relevant to the role and will be marked against the essential requirements section of the job description. Each question has a 250-word limit and you will have the opportunity to amend these sections before submitting your application.

N.B. Each of your answers will be reviewed separately and anonymously by different people. This means the person reviewing your answer to question 2 will not have access to your answer to question 1, and so on. Therefore, do not refer in one answer to what you have written in another (e.g. avoid using phrases like “as explained above”). If it is relevant, explain again in full.

Use of AI in the application process

Please refrain from using AI software to help answer the application questions. While we appreciate AI software can be a useful work tool, the Applied system requires all candidates to certify that the answers they provide are their own original work and not plagiarised nor automatically generated. Applied provides an AI generated answer for reviewers to refer to when sifting and asks them to flag responses they suspect may be AI generated. Using AI to help construct your answers may therefore be detrimental to your application.

Equal Opportunities Monitoring

In line with our determination to attract a diverse workforce, we constantly review our recruitment procedures. To help with this, we would be grateful if you would complete the equal opportunities monitoring form provided on the application platform. Any information you provide is collated anonymously and used solely to track the effectiveness of our recruitment campaign.

Feedback

All unsuccessful applicants will be sent feedback about their application through the Applied platform. Candidates who have attended an interview will be offered in-depth feedback in order for the experience to assist in preparing for future interviews. We also welcome any feedback candidates have about the application process.

Summary of main terms and conditions

Some of the main terms and conditions for this post are summarised below. This summary does not form part of any subsequent employment contract. The Foundation has a defined contribution pension scheme and a range of flexible and family friendly policies.

Due to the nature of this post, sometimes you will be expected to work outside normal office hours. Time off in lieu is available when appropriate.

The Foundation is a small team and staff members support each other, work flexibly, and share cross-organisational work in addition to fulfilling individual responsibilities.

Job title: Communications Officer	Working Hours: 37.5 hours a week, 09.00-17.30 Mon to Fri, although exact timings are flexible and you may sometimes be asked to participate outside these hours.
Contract: Permanent	
Accountable to: Director of Communications	Notice period: Three months
Annual leave: 30 days p.a. plus bank holidays	Location: London, SW1
Probation period: Three months	

Closing Date

To be considered for this opportunity, please ensure you submit your application by 08:59am on 3 June 2024.

Interviews

Shortlisted applicants will be contacted as soon as possible after the closing date. We expect to hold first interviews on 11 June 2024 with second interviews on 17 June 2024. Please let us know if you have any specific requirements so we can make any necessary reasonable adjustments in advance.

Financial Assistance

Assistance for interview expenses may be provided subject to agreement in advance. If you are invited to attend an interview and would like to be reimbursed for travel expenses, please let us know when confirming your attendance. We are unable to cover international travel expenses but can offer virtual interviews instead.

Office-Based and Remote Working

The Foundation's office is based in Westminster with home working available two days per week. If you have any health concerns that may impact your working arrangements or queries about caring responsibilities, please contact sharmina.khanam@resolutionfoundation.org.

Privacy notice for job applicants

For full details on how we process your personal data, please see our [privacy notice for job applicants](#) which can be found on our Opportunities page on our website.