

## **Job Description**

<b>Title:</b>	<b>Events Academy Project Manager</b>
<b>Remuneration:</b>	£25,000 per annum pro rata
<b>Hours of work:</b>	2-3 days per week 7 <sup>th</sup> May – 20 <sup>th</sup> July, 4-5 days per week 23 <sup>rd</sup> July-31 <sup>st</sup> August. Some early morning, evening and weekend working required.
<b>Location:</b>	Better Bankside, Bankside Community Space, 18 Great Guildford Street, London SE1 0FD
<b>Duration:</b>	Fixed Term contract for 55 working days over 18 weeks
<b>Reporting to:</b>	Corporate Responsibility Manager

## **About Events Academy**

Events Academy is Better Bankside's award winning initiative, now in its tenth year, aimed at improving the prospects of young people in Southwark. It is a unique work experience scheme where each year up to eight young people aged 16-21 spend a summer doing real work in real workplaces, organising a business networking event whilst gaining new skills and learning about a variety of business sectors and careers.

These Events Academy students are recruited from local schools and youth clubs. They join us for four weeks over the summer holidays and are briefed to organise and run an event for Better Bankside's members and partners.

Over the four weeks the students receive input from senior professionals from the local business community who volunteer to offer free of charge training and careers workshops, giving the students unparalleled access to a variety of roles and industries. They learn how to put on a successful event, develop their confidence, grow their abilities and gain crucial real-life work experience for their CV. The students also benefit from a work experience 'insight day' with a local business tailored to their interests. Businesses that take part do so because of the opportunity to engage with their local community in a meaningful way.

Events Academy has directly involved over 100 students since 2008. The students' website, [www.eventsacademy.co.uk](http://www.eventsacademy.co.uk), and their films on this site explain the project in their own words.

## **About Better Bankside**

Better Bankside is a Business Improvement District (BID) in Southwark, London. Its aim is to make Bankside a thriving place to work, live and visit and, ultimately, to become the 'best neighbourhood in the world'. Better Bankside was formally established in 2005 and was the third BID in the UK.

A Business Improvement District (BID) is an independent, business-owned and led company, which seeks to improve a given location for commercial activity. Better Bankside's members are the 650+ companies in the BID area (between Hatfields in the west and London Bridge in the east, and south from the River as far as Union Street, Borough Station and Webber Street) who pay its annual 'levy'. Many of these are heavily involved in the governance of the company.

Every five years the business members are given the opportunity to vote on the continuation of the BID. We are currently mid-way through our third term, having achieved overwhelming support in our 2015 ballot where 88% of businesses voted in favour of another five year term. The next ballot will take place in 2020.

### **Job Overview**

The EA Project Manager will lead on the successful delivery of the Events Academy programme and be able to lead the outreach and marketing activities to invite applications from a wide range of Southwark young people and deliver the interview process. The post-holder will be responsible for managing up to eight Events Academy students, aged 16-21 years, in organising an event for Better Bankside businesses and supporting them in every aspect of their professional and personal development throughout the programme. This will include liaising with the businesses to contribute to the project and support their involvement. They will also need to ensure the young people deliver a successful event on time, to budget and on brief. The Events Academy Project Manager will act as a both a professional role model for the young people and a project manager for the event.

### **Responsibilities**

- Lead on the successful delivery of the Events Academy Project
- Assist the Corporate Responsibility Manager in recruiting Events Academy students by providing guidance on outreach strategy, inputting into marketing materials and approaching young people's organisations to recruit young people at evening youth club sessions and other community events
- Assist the CR Manager in designing the Events Academy programme of business workshops and insight days, and developing help sheets/templates outlining best practice for working with young people, aiming to ensure relevant and useful content
- Liaise with member businesses to manage the training programme and insight day work experience opportunities for the young people over the Events Academy project timeframe, delivered by volunteers from Bankside businesses
- Set the tone and support students to see Events Academy as a work environment with associated behaviours e.g. smart casual dress, good time keeping and attendance
- Help students to identify their personal goals for the programme and guide them towards achieving and evaluating their performance against these
- Provide practical support and guidance to the Events Academy students on administrative processes, events management and office protocol.
- Supervise project expenditure and ensure the smooth running of the event
- Facilitate evaluation of both the event and of outcomes for the participants
- Work with the Corporate Responsibility Manager to put in place support for the Events Academy students towards future career advancement opportunities post-event
- Provide an end of project evaluation
- Assist Better Bankside staff with other relevant tasks as they arise

### **What Better Bankside will offer:**

- The Corporate Responsibility Manager will support the Project Manager to liaise with businesses as follows:
  - Make initial contact with companies and introduce the Project Manager to them
  - Attend introductory meetings with businesses alongside the Project Manager

- Initiate contact with the businesses who will be providing training sessions and insight days and offer the Project Manager guidance on communication style and relationship management with the businesses thereafter
- Help the Project Manager identify the key tasks and milestones of the project and map these out as a project timeline
- Attend the first few training sessions at businesses' premises with the students and the Project Manager
- The Corporate Responsibility Manager will provide an event brief outlining the overall event concept and objectives and will communicate these clearly to the Project Manager, checking in on progress against the project plan at weekly 1-2-1 meetings
- The Corporate Responsibility Manager will assist the Project Manager in designing the evaluation framework and methods for the programme
- Better Bankside will provide adequate equipment and space for the Events Academy team to work in, including use of a laptop for the Project Manager
- The Better Bankside team will provide contact details for potential invitees to the event and assist the Project Manager in promoting the event using existing Better Bankside communication channels

### **Person specification**

The ideal candidate will have solid experience of working with young people aged 16-21 and some experience of event and/or project management and planning. The post holder will have an understanding of key skills required for employment as well as the obstacles to advancement confronting young people in inner London and knowledge of recent trends and initiatives relating to young people and employment.

### **Required skills and competencies**

- Excellent project and/or events management skills (Essential)
- Mentoring, coaching and/or teaching skills (Essential)
- Confident, friendly and professional telephone, email and in-person communication skills (Essential)
- Excellent written communication skills including writing, spelling and grammar (Essential)
- Able to prioritise and manage own workload, working under own initiative (Essential)
- Ability to lead/manage a team (Essential)
- Thorough and accurate with excellent attention to detail (Essential)
- Able to confidently develop positive and productive working relationships with Better Bankside members, partners and stakeholders (Essential)
- Confident user of standard MS Office software packages (Essential)
- Awareness of and sensitivity to diverse social, religious and cultural experiences (Essential)
- Some understanding of participatory approaches to learning (Desirable)

### **Required experience and education**

- Educated to degree level (or equivalent further education qualification) with experience in working with young people aged 16-21 in either educational or informal settings (Essential)
- Managing events (or similar projects) to time and budget in a business context (Essential)
- Introducing young people to the workplace, and/or hosting them in the workplace (Desirable)
- Supporting young people through educational personal development (Essential)

- Knowledge of the National Curriculum and the role played by work experience and workplace visits and an understanding of out-of-school youth provision (Desirable)
- A relationship with Southwark based schools or youth clubs (Desirable)
- Interest in Bankside as an area to live, work and visit (Essential)
- Understanding of Business Improvement Districts (Desirable)

### **How to apply**

To apply, send:

- Your **CV** describing your relevant educational, extra-curricular and employment experience
- **Cover letter** (max. 2 sides) outlining
  - Why you want the role
  - How your skills and experience match the person specification
- Completed **Better Bankside equal opportunities** monitoring form

to Rahima Begum, Office Manager: [rb@betterbankside.co.uk](mailto:rb@betterbankside.co.uk) or Better Bankside, Bankside Community Space, 18 Great Guildford St, London SE1 0FD.

For more information about the role, don't hesitate to call Rachel Nicholson on 020 7928 3998

**Closing date: 9am, Tuesday 1<sup>st</sup> May 2018**

**Interviews: Tuesday 8<sup>th</sup> May 2018**

**Start: ASAP**

**Incomplete applications will not be considered. We regret that owing to the high level of response expected we will not be able to contact unsuccessful applicants. Applicants must be able to demonstrate the right to work in the UK.**