



## Events Officer

<b>Location:</b>	London, UK (Hybrid)
<b>Reports to:</b>	Head of Events
<b>Contract:</b>	35 hours per week, permanent
<b>Salary:</b>	£32,088

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## ROLE SUMMARY

**Job Title:** Events Officer  
**Location** London, UK (Hybrid)  
**Reports To:** Head of Events

### Summary of Role

The Duke of Edinburgh's International Award Foundation (the Foundation) is the engine that drives and supports the Award's growth, access and impact across the globe. Working closely with the Events team and other departments, the Events Officer will deliver exceptional fundraising and stewardship events for high-value supporters and organise conferences for International staff and stakeholders.

We are looking for someone extremely organised, diligent and with a high attention to detail. Key to this role will be experience of organising complex travel itineraries and/or events; working with large guestlists or databases and excellent communication skills. They will be joining a small, supportive and collaborative team in which being a team player is vital. This is a busy role with many conflicting demands and tight deadlines, but the ideal candidate will be ready to thrive in this exciting environment.

### Key Responsibilities

- In collaboration with the Events team, work towards the successful delivery of a calendar of events, taking ownership and accountability of any assigned events.
- Manage online platforms for UK and overseas conferences and events, including data entry, reporting and site maintenance.
- Manage event registrations and attendee bookings for events, including accommodation, travel, visas and catering.
- Conduct research and planning for UK and overseas events, covering areas such as venues, suppliers, routes and risk assessments.
- Assist with the management of finances for assigned events, negotiating best rates with suppliers, placing orders and processing invoices.
- Attend fundraising and stewardship events throughout the year to support as needed with guest registration, catering, production and travel arrangements.
- Lead on selected events and work effectively with colleagues on project groups to deliver successful events. Prepare event briefs and marketing materials.
- Oversee the team's administrative duties such as managing the mailbox and setting up Salesforce campaigns. Support with the reporting and evaluation of events.
- Undertake any other duties as may reasonably be required for the successful delivery of the Foundation's strategy.

Please see person specification overleaf.

CRITERIA	ESSENTIAL	HOW IDENTIFIED
<b>Experience</b>	<p>Demonstrable experience of events and/or project delivery.</p> <p>Demonstrable experience of managing travel/logistics for groups.</p> <p>Experience of working with databases or online booking systems.</p> <p>Demonstrable experience of working on events for a high-value audience.</p> <p>Experience of managing webinars and hybrid events.</p>	Application and interview
<b>Skills and Abilities</b>	<p>Ability to maintain confidentiality and work within protocols and procedures.</p> <p>Project management and database software skills.</p> <p>Problem solving, negotiation and relationship management skills.</p> <p>Excellent organisational skills.</p> <p>Computer literate.</p> <p>Experienced user of MS Word, Excel and PowerPoint.</p> <p>Working knowledge of Salesforce and Canva, or similar.</p> <p>Cultural intelligence.</p>	Interview
<b>Personal Attributes</b>	<p>Proactive, results-oriented, and able to work independently as well as part of a team.</p> <p>Ability to work accurately and effectively under pressure of strict deadlines, prioritising and manager workload, and exercise excellent judgment and decision making.</p> <p>Flexible, with a positive attitude and willingness to contribute to broader team activities.</p>	Interview

## THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD

The Duke of Edinburgh's International Award (the Award) is a Non-Formal Education and Learning framework encouraging young people to find their purpose, place and passion in the world.

In more than 120 countries and territories, our globally recognised accreditation is available to all 14 to 24-year-olds, of all backgrounds, locations, cultures and abilities.

Through the programme, each young person becomes part of something special while developing their own interests, universal skills and life aspirations.

Founded in 1956, the Award highlights the value of Non-Formal Education and Learning. Today there are consistently over a million young people taking part in the Award to believe in the power of their potential, make a difference in their community and take control of their future. The result? Entire generations of innovators and changemakers who are truly world-ready.

Millions have been impacted by the Award, experiencing first-hand that not all learning happens in the classroom.

Operating for almost

**70 YEARS**

Operating in

**120+ COUNTRIES  
AND TERRITORIES**



**MILLIONS**

of Award alumni globally



**1 MILLION  
PARTICIPANTS**

**A UNIQUE  
INTERNATIONAL  
ACCREDITATION**



Supported by over  
**162,500**  
VOLUNTEERS



**OUR AMBITION:**

One day, every eligible young  
person will have the opportunity  
**TO PARTICIPATE**



Almost **5 MILLION HOURS** devoted to volunteering by participants who completed their Award in 2022



## THE AWARD FRAMEWORK

Whilst the framework of this internationally recognised accreditation remains the same around the world, participants select self-identified areas of interest to pursue. Each young person develops their own unique Award programme that builds the character, skills and confidence needed to improve themselves and their communities.

The Award encourages them to step outside their comfort zone and develop positive habits that they will take with them for the rest of their lives.

### FOUR SECTIONS (FIVE AT GOLD LEVEL)



\*Gold level only

### THREE LEVELS

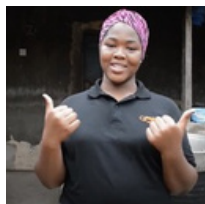


## WHERE IS THE AWARD DELIVERED?

The Award is delivered via hundreds of thousands of youth-focused partners and operators in a wide range of locations, from schools and custodial institutions to Scout groups, and refugee camps.

Although the Award's framework remains the same wherever it is delivered, every Award is itself unique and no two Awards are the same.

The Award is currently licensed in 120 + countries and territories. Find out more below.



**WATCH: Mental and Physical Health, Trinidad and Tobago**

**WATCH: Blind Boys' Academy, India**



Explore the 120+ countries and territories of the Award [here](#)



**WATCH: The Award in Zambia: Plan, Do and Review**



**READ: Special Projects, Nepal**

## THE FOUNDATION

The Duke of Edinburgh's International Award Foundation is the international charity that drives and encourages the Award's growth, access and impact across the globe. Working in partnership with organisations and governing bodies, we oversee the licensing of Award operators – including schools, youth groups, employers and custodial institutions – in more than 120 countries and territories. With our guidance, operators deliver the globally-recognised Award, which provides opportunities for 14 to 24-year-olds of all backgrounds, locations, cultures and abilities, to develop their interests, skills and life aspirations.

Our long-term aim is that every eligible young person aged 14 – 24 will have the opportunity to participate in the Award.

We aim to increase the Award's global access, reach and impact through:

- raising and granting funds to scale up operations and increase diversity, equity and inclusion
- campaigning to raise the profile of non-formal education and learning
- broadening our network of volunteers, operators and digital systems
- ensuring participation is affordable for all

When it comes to creating empowered citizens who will go on to solve some of society's biggest problems, we must acknowledge that many of life's greatest lessons happen beyond the classroom. The Award gives young people the chance to discover exactly that.



## OUR KEY AREAS OF WORK

### BEYOND LICENSING AND ACCREDITATION

Whilst one of our primary roles is to license the Award around the world, the Foundation is so much more than a franchiser. We work with our Operators Partners to drive global change in a number of key strategic areas.



#### FUNDING

We provide grants to operators in our global Award family to scale up their operations and/or carry out projects that enable even more young people to take part in the Award.



#### TRAINING

We provide licensees with advice and support, in the form of ongoing account management, training sessions, online training materials, and access to a global peer-to-peer discussion forum.



#### ADVOCACY

We partner with key organisations to increase global awareness of the value of Non-Formal Education and Learning and to improve the lives of young people.



#### GLOBAL PARTNERSHIPS

We actively work to build partnerships with organisations to deliver the Award around the world. Corporate Partnerships form an integral part of this portfolio.



#### RESEARCH

We conduct ongoing research into the Award around the world using multiple initiatives, such as satisfaction surveys, outcomes evaluation and work with external experts on projects, like our award-winning Global Social Value research.



## OUR IMPACT

**The value and impact of the Award extends far beyond the intrinsic benefits enjoyed by the young people.**

We believe the Award framework can be a blueprint for investing in human capital, specifically strengthening resilience, improving global prosperity and helping the world's most vulnerable.

The Award does this through working in partnership with young people and their communities, encouraging them in finding their own development solutions.

Participation in the Award also directly enables young people to contribute to a number of the United Nation's Sustainable Development Goals (SDGs), including Quality Education and Decent Work and Economic Growth.

Our established impact measurement initiatives, developed alongside academic institutions and partners, have revealed that the Award has a direct, positive impact (both financial and non-financial) on the people and communities it touches. In 2022, the Award had a Global Social Value of £762 million.

### The impact of the Award:



Global Social Value of  
£762M



Improved employability and  
earning potential



Improved physical health  
and fitness



Improved mental health and  
emotional wellbeing



Increased engagement with  
charitable and community  
causes



Improved environmental  
impact



Increased social cohesion



Reduced offending



## AS A RESULT OF DOING THE AWARD...



**79%**  
felt inspired



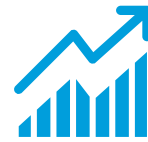
**76%**  
are more  
confident



**81%**  
are more  
determined



**84%**  
are more  
resilient



**85%**  
now see challenges as  
opportunities to develop

## BUILDING POSITIVE HABITS



**83%**  
improved their  
fitness



**92%**  
now plan to  
participate in  
regular physical  
activity



**77%**  
now plan to  
volunteer regularly



**77%**  
now plan to  
participate in  
regular skill  
development

## BROADENING HORIZONS



**96%**  
tried something  
new



**82%**  
see the  
importance of  
contributing to  
their community



**86%**  
improved  
their teamwork  
skills



**80%**  
are better at  
seeing other  
people's point  
of view



**81%**  
feel more  
comfortable in  
new and unusual  
situations

## PARTICIPANTS SAY...

"Not only does it make me feel proud, but it also helps me figure out what I do well at, and why. So that I can carry on doing it and use it to shape my future" **Award participant, India**

"The Award got me involved in areas outside my natural areas of interest, allowing me to grow and develop through skills and experiences I would not have chosen if I had not done the Award." **Award participant, Canada**





## General Information

35 hours per week or 70 hours every two weeks (Monday to Friday) worked flexibly and will include some travel, evenings and weekends. Please note this is a hybrid role that will require being in the office at least once week.

Overtime is not payable, though hours worked over and above standard contract can be taken in lieu of payment (in line with policy). You will be required to complete a DBS check.

Must be willing and able to occasionally travel internationally.

The Foundation operates a flexible and hybrid working arrangement enabling staff to work where they are most effective. Further details available on request.

Benefits: some are applicable after probation period and are dependent on location. More information will be made available after interview.