



Job Description: RHS Events Officer (P/T)

Royal Historical Society: mission and aims

The Royal Historical Society (RHS) is a registered charity, founded in 1868, with over 5,000 Fellows and Members. As a learned society, the RHS champions the discipline of history both within Higher Education and well beyond. Our remit is to support historians of all kinds to undertake and encourage historical research and understanding; to represent history as a discipline and historians as a group; and to promote greater equality and representation within historical practice. We are also working towards making our own organisation more effective, diverse, and broader in terms of its activities and membership.

The Society's events programme: current and future

In doing so, the Royal Historical Society undertakes a wide range of activities, including research funding, academic publishing, awards, policy research and advocacy, and a growing portfolio of events. The Society has a long-running and respected programme of public lectures given by leading historians. Many of these events are hosted at or near the Society's offices at University College London, though others take place across the UK.

More recently, we have extended the range and frequency of our events (online, physical and hybrid) to include: panel discussions, day conferences, training and research workshops, visits to History departments across the UK, and partnership events (working with organisations such as [The National Archives](#); [Gresham College, London](#); and the [Institute of Historical Research](#)). The Society is keen to increase further the kinds of events we offer to our members and the wider community.

Creation of the Events Officer role

The RHS Events Officer (part-time) role has been created to help us realise these ambitions, and to provide expert operational support in the planning, promotion and running of our current and future events programme. We therefore seek an experienced and highly capable events professional to work with the Society's academic specialists, with the latter responsible for developing a programme that meets the interests of our membership.

The Events Officer will be part of the Society's small office team, and work closely with the Society's Academic Director, as well as its CEO, Membership and Grants Officer, and Communications and Operations Administrator. The postholder will apply their skills, aptitudes and enthusiasm to organising events in a busy, productive and informal atmosphere.

In addition to its public-facing events, the Society also runs a monthly series of internal governance meetings for its Council and committees. The Events Officer will also take operational responsibility for the managing of these, and other, meetings of the Society, including attendees' travel and accommodation. The Events Officer will also be responsible for minute taking at a selection of internal committees, including that with oversight of RHS events.

This role is part-time, working the equivalent of 3 days per working week. It is employed initially on a 12-month fixed-term basis, though we seek to extend this if the new role fulfils the Society's aims for event development.

Having read the Job Description and Specifications below, please submit your application via the [RHS Jobs Portal](#) by the closing date: **23:59 GMT on Friday 27 January 2023.**

JOB DESCRIPTION

Job Title	Events Officer (part-time)
Contract	0.6 FTE (3 days a week). Fixed Term. 12 months in the first instance, with potential for extension to permanent
Salary	UCL Non-clinical pay scale: spine point 21, currently £31,131 including London weighting at full time, pro-rated to £18,679 at 0.6FTE
Location	Hybrid – remote and RHS Office (UCL, Gower Street, London, WC1E 6BT) This role is expected to attend all events based at UCL, as well as at selected events held elsewhere.
Start Date	As soon as possible after interviews
Reporting to	Academic Director
Other reporting lines	Chief Executive Officer

KEY RESPONSIBILITIES

Key responsibilities of this role include, but are not limited to:

- **Event Organisation**
 - Sourcing and booking of venues and facilities required for RHS events, public-facing and internal (in person, online and hybrid);
 - Creation and monitoring of event specific budgets, in liaison with the Academic Director;
 - Creation and monitoring of event booking sites, including initial responses to all incoming queries related to RHS events;
 - Booking and management of event receptions and catering when required;
 - Responsibility for speaker/s hospitality before and after events, including travel and accommodation;
 - To work with event partners, including those providing technical support for online events;
 - Audience management and point of contact for all attending an event.
- **Event Promotion**
 - Responsibility for promotion of public events via the RHS website and booking sites including Eventbrite;
 - Working with academic speakers to provide full details of each event;
 - Monitoring of audience lists prior to an event;
 - Responsibility for distribution of materials to attendees following an event.

- **On-the Day Event Preparation and Oversight**
 - To act as the point of contact for all speakers and attendees prior to an event on matters relating to organisation, and to refer these to the Academic Director as required;
 - To provide the RHS President or other designated contacts (as event host) with full details and timings of each event, and to prepare briefings on speakers;
 - Responsibility for online and in-person access and attendance for audience members;
 - To attend and support at events, and receptions, as required;
 - To oversee Zoom for selected online events, and liaison with external hybrid production technicians, where applicable.
- **RHS Council and other Events**
 - To work with the Communications and Operations Administrator in ensuring the smooth running of all Council and Office-based events, including (where required) venues, travel, accommodation, hospitality and expenses;
 - To work with external partners (institutions and other) for the running of successful Visits and other events by RHS Councillors.
- **Event development and creation**
 - Working with RHS Councillors and Office staff, to provide assistance in the development and creation of new event formats to a range of audiences.
- **Committee Administration**
 - Working with the President and Academic Director, to provide administrative support, including minute taking, for selected internal committees, including the 'General Purposes Committee', which currently holds governance-level responsibility for the RHS events programme.
- Any other reasonable duties as requested by line management.

PERSON SPECIFICATION

Experience	
Experience of the organisation of academic events across a selection of formats, with attendee numbers of between 50 and 200 people;	Desirable
Experience of working directly with a wide range of event participants, including academic speakers, service staff (venues / catering etc.) and audience members;	Desirable
Experience of using a range of digital platforms to run public-facing events, e.g. WordPress, Eventbrite, Zoom etc;	Desirable
Experience of hosting online events for large audiences;	Desirable
Able to manage a varied workload, working on multiple events and projects at the same time, to meet required timescales, budgets and deliverables;	Essential

Exceptional interpersonal and service skills; strong awareness of the support needs of both delegates and speakers	Essential
Excellent attention to detail;	Essential
Experience of running events across the entire production cycle, from inception to launch, to promotion to on-site organisation, and post-event activities;	Desirable
Experience of planning and managing larger scale events, including one or two-day conferences, and of designing successful new event formats;	Desirable
Experience of preparing recorded materials (video and audio) from online events;	Desirable
Minute-taking for committees;	Desirable
Experience of working in a learned society and / or other academic focused organisation – or - experience of working in a charity / mission led organisation;	Desirable
Experience and understanding of the structure and purpose of academic institutions (Universities, Higher Education Institutions and other academic organisations);	Desirable

Skills and qualifications

Bachelors' degree or equivalent professional experience;	Essential
Excellent written and oral communication in English, suitable for the speakers and audiences for RHS events;	Essential
Excellent interpersonal skills;	Essential
Knowledge and use of major online communication packages (including MailChimp and WordPress).	Desirable

Capabilities and Aptitude

Calm in the face of pressure, and adaptable to 'on the day' challenges;	Essential
A team player who is able to work well with all within the RHS Office team (both in person and remotely), the Society's Fellows and Members, and secure cooperation from contacts both within and external to the Society;	Essential
Readiness to engage with broad variety of tasks, using your own initiative;	Essential
An interest in History and/or the greater humanities, and their academic and public benefit.	Desirable