

## Events Intern | Social Market Foundation

### Job Details

The Social Market Foundation (SMF) is a non-partisan think tank. We believe that fair markets, complemented by open public services, increase prosperity and help people to live well. We conduct research and run events looking at a wide range of economic and social policy areas, focusing on economic prosperity, public services and consumer markets.

We are currently recruiting for an Events Intern to start as soon as possible. This is a full-time, paid position, which will last six months.

The SMF events internship is designed to provide successful candidates with experience in event planning and organisation in a public policy environment.

During your internship, you will be an integral member of the events and communications team, contributing to the development and smooth running SMF events which range from public panel discussions to expert roundtables, and take place online and in-person. You will also contribute to the planning for our events at the Liberal Democrat, Labour and Conservative Party Conferences in the autumn. Our current events projects span topics including consumer markets, economic growth and productivity, education, skills and social mobility, and energy and the environment.

Duties of the Events Intern will include:

- Supporting the SMF's events team with the operational management of the SMF's events – these include; report launches, panel debates, seminars, dinners and expert roundtables.
- Researching event topics and identifying appropriate speakers and attendees.
- Inviting speakers and attendees and managing contact databases.
- Drafting speaker briefings and marketing materials for events.
- Listing SMF events on our website (for which training will be provided)
- Representing the SMF at all events – setting up event materials, AV and catering, greeting attendees and speakers.
- Assisting with the filming and live-streaming of events (training also provided).
- Researching latest trends and tools in events management and marketing to help improve the smooth running of events.
- Assisting with venue, catering and AV bookings.
- Assisting with the planning for SMF events at this year's Liberal Democrat, Labour and Conservative conference – for which there may be the opportunity to attend.
- Supporting with office administration and other tasks as required by the SMF team.

### Person specification:

As an ideal candidate you will:

- Be highly motivated with a keen interest in learning more about events management.
- Have excellent IT skills and able to confidently use PowerPoint, Word and Excel.
- Have good written communication skills and well-developed interpersonal skills.

- Have excellent organisational skills and the ability to juggle a range of different assignments at the same time, to react quickly and prioritise a busy workload.
- Be reliable, diligent and highly organised - both as part of a team and when working individually.
- Share enthusiasm for the mission and goals of the Social Market Foundation and have an interest in public policy and politics.

#### Details:

**Length of internship:** Six months.

**Salary:** London living wage – currently £11.05 per hour.

Standard SMF working hours are 9.30am-6pm, Monday to Friday. We actively encourage flexible working and working patterns which are different to these hours. The appointee will be able to design their working week – in discussion with colleagues – to accommodate family commitments and other obligations.

The SMF is based in Westminster and the post-holder will be expected to work in our office there at least two days a week, plus any additional days required by the team, for example to attend in-person SMF events. Other working time can be spent at home or in our office. The successful candidate will be expected to attend and assist at the autumn political party conferences, taking place in Brighton, Liverpool and Birmingham this year, for which some weekend and evening work may be required.

### Application process

Applications should be sent to [opportunities@smf.co.uk](mailto:opportunities@smf.co.uk) with the header “SMF Events Internship”.

The deadline for applications is **9am on Friday 24 June 2022**. Shortlisted candidates will be invited to an initial interview at the SMF office during the w/c 27 June or 4 July.

#### Applicants should attach two pdf or word documents:

1. A CV (**please read the notes on this carefully below**)
2. A one-page covering letter summarising how you fit the person specification and why you are interested in this position.
3. Applicants are also asked to download, complete and return an equality and diversity monitoring form. This is voluntary and not a condition of applying. A copy of the form can be found [here](#).

#### Important notes on your CV and Covering Letter:

1. Applications will be sifted on a name-blind basis. **Please do not include your first or last name on your CV or covering letter.** So we can identify you please include your name in the email you send with your application.
2. CVs should omit institutions. Please do not include the names of schools or universities attended. Do include courses studied and qualifications obtained.

3. Where possible, please remove references that might identify your background, sex or other characteristics. For instance, change references to “University women’s football team” to “university football team.”
4. The SMF is an equal opportunities employer and all our jobs are open to anyone, regardless of sex, sexual orientation, race, age, disability, gender reassignment, religion or belief, marriage and civil partnership, or pregnancy and maternity.
5. We particularly encourage applications from people whose backgrounds are poorly represented in Westminster-based institutions and employers.

Please note we will only be able to give feedback to candidates invited to interview.