

Brief for communications consultant

Role:	Senior Events Consultant
Department/Programme:	Public Affairs and Communications
Responsible to:	Head of Communications
Responsible for:	N/A
Contract type:	TBC – preference for minimum of 3 days per week for up to 5 months, with the possibility to extend

About the role

ODI is a leading global affairs think tank. We inspire people to act on injustice and inequality. We focus on research, convening and influencing, to generate ideas that matter for people and planet.

ODI is seeking to appoint a **Senior Events Consultant** to join our fast-paced public affairs and communications team. This role will be responsible for the planning and implementation of ODI's flagship convening strategy. Specifically to:

- Raise the impact and reach of ODI's convening programme, ensuring that it influences key target audiences
- Use ODI events and podcasts as a platform for showcasing ODI's research and ideas
- Ensure that ODI's reputation as a major convenor of debates is strengthened and maintained
- Manage the delivery of events, coordinating with communications staff
- Identify and secure globally renowned high-profile speakers

In line with ODI's five year strategy and communications strategy, the Senior Events Consultant will lead the development and delivery of a high-level convening portfolio which will enhance ODI's effectiveness, awareness and reputation and reach new stakeholders around the world.

Deliverables

Over a period of up to five months, the Senior Events Consultant will:

- Support the delivery of ODI's convening portfolio to a consistently high standard. This will include conferences, online events and the ODI podcast, Think Change
- Support the development of appropriate plans for each event/podcast and coordinate the work of the communications team to deliver to deadline.
- Oversee the quality of ODI events in line with ODI's guidelines on style, brand and diversity
- Manage the marketing and promotion of ODI's events and podcasts in collaboration with communications colleagues
- Maximise impact of ODI events through media, digital and publications
- Explore brand partnership and sponsorship opportunities for events

About you

The consultant will bring:

- Substantial experience in a comparable senior events post
- Proven track record of delivering high-level events at a national and international level
- Significant communications experience
- Experience of managing a budget
- Track-record in project management
- Staff management
- Experience of influencing individuals at all levels to deliver excellent outputs, with the ability to develop and maintain strong working relationships with both internal and external stakeholders.
- Excellent IT and Microsoft Office skills; practical experience with email and internet communication; database management skills.