Role title: Events Manager

Location: London Bridge, UK

Reporting to: Stefano Ambrogi – Head of News & Communications

Start date: ASAP

Term: 6 Months Fixed Term

Organisation

Carbon Tracker Initiative is an independent financial think tank that carries out in-depth analysis on the impact of the energy transition on capital markets and the potential investment in high-cost, carbon-intensive fossil fuels. We believe that financial markets, regulators, investors and policymakers all have an urgent role to play in guiding the world to a climate-secure energy system. Carbon Tracker’s analysis of ‘unburnable carbon’, ‘stranded assets’, and ‘wasted capital’ has reframed the debate around climate change risk.

Role Overview

We are looking for an experienced Events Manager to join our Communications team on an interim basis. Primary responsibilities will include managing Carbon Tracker’s calendar of digital and in-person events, ensuring wide visibility at flagship events such as London Climate Action Week and COP. This will include assisting in the production and publishing of written and multi-media content through our digital communications channels such as the website and newsletter. In addition, the post holder will manage translations and support colleagues with ad-hoc logistical and administrative tasks.

The ideal candidate will be able to settle into the team, developing a good understanding of Carbon Tracker’s mission, thesis and target audiences and picking up the roster of events quickly.

Role & Responsibilities

- Lead in executing Carbon Tracker’s event strategy ensuring visibility at flagship climate, energy and finance events including London Climate Action Week, Climate Week New York and COP
- Oversee the work of the Events and Communications Officer in liaison with the Head of Communications
- Lead on the planning and execution of events and webinars Support event, webinar and report/analyst note marketing e.g. preparing copy and schedules for website and social media
- Assist in managing team speaking engagements at international public events, workshops, roundtables, press conferences e.g. coordinating on logistics with CTI team and event organisers
- Preparation and management of budgets
- Source & negotiate with a variety of vendors and suppliers
- Assist with administrative aspects of event organisation e.g. collating and maintaining calendar of events, speaker pitches, and contact information
- Tracking and processing event performance and feedback from attendees/colleagues/organisers
- Research mainstream events in the energy and finance sectors and pitch to event organisers
- Maintain website content e.g. reports, event listings, blogs
- Gather content for and publish monthly newsletter
**Required Experience & Attributes**

- Experience working in climate and/or finance space
- Strong commitment to the Carbon Tracker mission
- Experience organising events, coordinating speakers and managing digital communication platforms
- Highly organised and methodical in approach to work, with excellent time management
- Excellent written and verbal communication skills
- Flexible, proactive and able to work on multiple projects with competing deadlines
- Detail-oriented and able to take ownership of tasks with minimal supervision
- Experience working in and managing a small, dynamic team

**Desired skills**

- Experience in Adobe Suite – Indesign, Premiere Pro, Photoshop
- Experience interpreting materials such as draft reports or analyst notes in order to develop, write copy and edit content
- Experience Video-editing
- Familiarity with Wordpress CMS (website content management system)
- Familiarity with Mailchimp
- Familiarity with posting and maintaining mainstream social media platforms

**Package**

- GBP £40,000 to £45,000 plus 7% contribution to pension
- 25 days holiday with one extra day granted for each year of service capped at 5
- Cycle to work scheme
- Employee Assistance Programme
- Discretionary bonus (funding and company performance dependent)

**Applicant Information**

- **Closing date for applications is 21st August 2022**
- Please apply through our Careers page https://apply.workable.com/carbon-tracker/?lng=en
- **Applications without a covering letter explaining why you have applied to work at Carbon Tracker will not be considered.**
- Carbon Tracker can only consider candidates who are eligible to work in the UK
- We strive to ensure that opportunities to work and develop at Carbon Tracker are open to all. We welcome applications from all qualified applicants, regardless of age, disability, gender identity or gender expression, race, ethnicity, religion or belief, sex, sexual orientation or any other equality characteristic.