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# Information for applicants: Events and Projects Assistant

August 2024

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## 1 About the TCPA

The Town and Country Planning Association (TCPA) challenges, inspires and supports people to create healthy, sustainable and resilient places that are fair for everyone. To this end we aim to improve the art and science of planning in the UK and abroad and work to secure fresh perspectives on major issues, including planning policy, housing, regeneration and climate change.

For more information see the 'about the TCPA' pages of our website. For information about current projects see the 'our work' section of the website.

The TCPA embeds social justice in all its activities and promotes diversity, inclusion and representation within the Association. The TCPA is aware that discrimination based on sex, race, age, sexual orientation or other characteristics can consciously or subconsciously be replicated in its undertakings, and is working to eliminate discrimination in its activities, including its recruitment processes. The TCPA's *Equality, Diversity, Inclusion and Equity strategy* can be found [here](#). This is implemented through policies in the staff handbook and an internal diversity and inclusion working group that meets regularly to review and improve the TCPA's ways of working.

The TCPA's central London office is in a listed building that, unfortunately, is not accessible by wheelchair. The TCPA will make reasonable adjustments to accommodate applicants who use wheelchairs.

## 2 Job description

We are seeking an Events and Projects Assistant with excellent organisational skills to join our small but highly motivated team and support the delivery of our in-person and virtual/online events.

Our current priorities include campaigns on climate change, improving the quality of new homes through our Healthy Homes campaign, the reuniting of planning and health, securing a stronger voice for people in planning and to secure the homes we need in new and renewed places. We do all of this underpinned by Garden City principles, which aim to achieve a socially just and sustainable society.

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To support the delivery of these priorities we hold a range of events, including webinars, workshops, Parliamentary receptions and conferences. The purpose of this role is to work with a range of colleagues to support the delivery of these. The successful candidate is likely to be well organised, calm under pressure and solutions focused.

The role is also likely to involve the setting up of displays and rooms for event use. This may include some light physical activity such as the moving of furniture and putting up banner stands. We would be happy to discuss this further with interested candidates and would seek to make proportionate suitable arrangements if necessary. This role will require some travel and occasional work outside office hours. Staff are able to liaise with their line manager about working flexibly but are encouraged to work in the office at least two days a week and will need to be present at in-person events.

The Events and Projects Assistant will report to one of our Projects and Policy Managers.

## **2.1 Principal responsibilities**

- Working closely with the TCPA team and project partners to ensure that in-person and online events meet specified objectives and run smoothly.
- For in-person events, this is likely to include researching suitable venues, acting as a key point of contact for external suppliers, venues, speakers and delegates both in the run up to events and on the day, drafting speaker briefings and compiling presentations.
- For virtual/online events, this will include supporting the running of events on platforms such as Zoom.
- Supporting the marketing and promotion of events through sending out marketing emails to members, dealing with enquiries from delegates and liaising with the Communications Officer about social media posts.
- Other duties as may be required to implement the TCPA's work programme, including working with other staff, Trustees and the Policy Council.

## **3 Person specification**

The TCPA recognises that skills gained outside work through, for example, volunteering or caring responsibilities, can be valuable and encourages candidates to mention these in the application where they are relevant.

### **Essential**

- Excellent organisational and administrative skills with an eye for detail.
  - Excellent communications skills, with the ability to write engaging and persuasive webcopy, and text to make events sound appealing.
  - Experience of using Zoom and other online meeting and event platforms.
  - The ability to take the initiative and focus on solutions when necessary.
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- Good team working skills and the ability to sustain strong working relationships.
- A positive and helpful 'can-do' attitude.
- The capability and willingness to share in the setting up of displays and rooms for event use, including moving of furniture if required and putting up banner stands.
- Confident working with computers, and proficient in Word, Excel and Outlook. Willingness to learn how to use other online tools such as the TCPA website and database.
- Sympathy with the TCPA's aims and objectives.
- A willingness to sometimes work outside normal office hours.

### **Desirable**

- Experience of organising events, meetings and workshops.
- Experience of Wordpress website editing.
- Experience of using graphic design tools such as Canva to design invites and other promotional materials
- Experience using mass-mailing software such as Mailchimp and mail-merge on Microsoft Word.

## **4 Contract, pay and benefits**

This role is full time although consideration will be given to applicants wanting to work on a part time basis and is a permanent. The TCPA aims to support its staff to have a good work / life balance and will consider requests for flexible working where it is possible given the requirements of the role.

The annual salary for this role will be between £25,500 and £27,000 depending on experience.

The TCPA operates a defined benefit pension scheme run by NEST and, in line with government policy, new employees are automatically enrolled but can choose to opt out. Employees' payments into their pensions are matched by the TCPA up to a maximum of 6% of salary. This is paid directly into the NEST pension scheme, or another personal pension scheme nominated by the employee.

The TCPA offers a generous holiday entitlement. All staff receive 25 days paid holiday a year (pro rata for part-time roles) in addition to public holidays. For every complete year of employment, staff gain an additional day's leave (again pro rata for part time roles) up to a maximum of 30 days.

## **5 How to apply**

Our aim is to make the application process as easy and as fair as possible.

To avoid unconscious bias, the application form is in two parts: part one is for personal information; part two for details of your experience and why you want the role. Please complete both parts.

Please also complete a diversity and inclusion monitoring form. This will not be seen by the people involved in shortlisting or interviewing.

We ask that applications are submitted as Word documents rather than as PDFs. Please email all the **THREE** completed Word documents (two parts of the application form, plus the diversity monitoring form) to: [recruitment@tcpa.org.uk](mailto:recruitment@tcpa.org.uk)

Applicants will receive an automatic reply – please take this as receipt of your application. If there are any issues with your application we will get back in touch as soon as possible although please note that due to this role being advertised over the summer period acknowledgement may take slightly longer than usual. If your application is complete, we will be back in touch following the deadline and the shortlisting process.

References will be requested prior to an appointment being made.

## **6 Deadline for applications**

The deadline for applications is **23:59 on Wednesday 28 August 2024**.

**We hope to hold interviews for shortlisted candidates virtually on Friday 6 September.** If your availability on this day is limited, please include this as a note in the first part of your application form.

If requested, the TCPA will provide feedback to unsuccessful shortlisted candidates following the interview.

## **7 Further information**

For further information about this role or the application process, please email [recruitment@tcpa.org.uk](mailto:recruitment@tcpa.org.uk) and a member of staff will respond as quickly as possible.

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