

Application Pack – Events & Partnerships Officer Application Pack

[Sustainability West Midlands](#) (SWM) was established in 2002 as an independent, not-for-profit organisation. We strive to make the West Midlands region more sustainable, fairer and greener for all. Our vision is that the West Midlands is leading in contributing to the national target of net zero greenhouse gas emissions by 2050 whilst addressing health inequality and driving inclusive growth. This is framed through our [Roadmap to 2030](#). We have over 165 diverse [members](#) who are leading individuals and organisations in the private, public, and third sectors including large businesses like Arup, Mott MacDonald, National Express, Severn Trent, Tarmac and Veolia.

“The input of SWM has been huge in helping set our priorities.” Andy Street, West Midlands Mayor

With our proven success, our team needs to grow. You will be central to our small dynamic team that has been making a difference throughout the West Midlands for over 21 years. We are a small team with huge reach and are looking for someone who will be able to fit in quickly and contribute and deliver for our partners. SWM is a partner in the [Innovation Alliance for the West Midlands](#) (IAWM) and the postholder will have a key role in supporting this alliance of organisations active or interested in science and technology-based innovation across the West Midlands. IAWM has two principle objectives:

- Build and maintain a thriving innovation ecosystem
- Stimulate and catalyse a pipeline of innovation activity

The main benefit to SWM and IAWM of this role is to support events, stakeholder management and project delivery, as well as the efficient and effective running of SWM. This role will also support business development activities and communications. The role helps to deliver the objectives in the current SWM Business Plan to 2030, and of the West Midlands Innovation Programme (WMIP).

Application Process

To apply, please send a covering letter and your CV as **one electronic document of no more than 4 pages**.

In your covering letter please set out:

- a) Your contact details
- b) Where you heard about this opportunity
- c) Why you want to be considered for the role
- d) How you meet the essential criteria set out in section 3 ‘Person Specification Requirements’ of the job description (see page 2)

In your CV, please set out supporting information including:

- a) Education and qualifications
- b) Current employment / role and salary
- c) History of relevant employment and non-paid work
- d) Two references – which we will contact if you are successful at interview

Please email this information to enquiries@swm.org.uk by 17:00 on Friday 15 September 2023.

Interview date: Thursday 28 September in person at [our offices](#).

As we are a small organisation, we will only provide feedback to those interviewed.

SWM are committed to the promotion of equality and diversity throughout our business and approach. We positively encourage applications from suitably qualified and eligible candidates regardless of age, disability, race, religion or belief, sexual orientation, gender identity, marital status, or pregnancy and maternity.

Job Description – Events & Partnerships Officer

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|--------------------------|--|
| Reports to: | Senior Sustainability Adviser |
| Location: | Flexible working arrangements at SWM offices in central Birmingham (STEAMhouse, Birmingham, B4 7RQ) and at home |
| Duration of post: | Fixed term to March 2026, after three-month probation |
| Part time role: | Full time (37.5 hours per week) |
| Salary band: | £25,000 - £28,000 per annum depending on skills and experience |
| Other benefits: | 6% employers pension contribution, Childcare Voucher Scheme, Cyclescheme, 28 days annual leave, Employee Wellbeing Support Programme, commitment to training and development including professional accreditation, city centre offices |

1. Context to the Role

Sustainability West Midlands

[Sustainability West Midlands](#) strive to make the West Midlands region more sustainable, fairer and greener for all, through delivery against our [Sustainability Roadmap to 2030](#). We are an independent, not-for-profit company that works with our members in the private, public and third sectors.

Our Board is private sector led with cross-sector representation; and is supported by our team of staff, volunteers and associates. We are committed to developing our staff to help grow the organisation and deliver our vision.

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2. Main Purpose and Role

Job Purpose

The main benefit to SWM and IAWM of this role is to support events, stakeholder management and project delivery, as well as the efficient and effective running of SWM. This role will also support business development activities and communications. The role helps to deliver the objectives in the current SWM Business Plan to 2030, and of the West Midlands Innovation Programme (WMIP).

Event and Partnerships ([example projects can be seen on our website](#))

- Support for SWM's role as part of the WMIP/ IAWM Virtual Innovation Team (VIT). This includes:
 - Supporting the development and management of effective Working Groups, as required, with VIT partners, the chairs and members (target for each Working Group is eight meetings, with a total of at least 160 attendances over the two years).
 - Supporting SWM to work as an effective partner in the VIT and in support of wider Innovation Alliance for the West Midlands (IAWM) and WM Innovation Accelerator activity as appropriate.
 - Supporting delivery of the IAWM Innovation Policy and Practice series.
 - Supporting the development and delivery of a series of 'Venturefest All Year' events, and supporting the main annual event as required.
 - Supporting the VIT to develop and deliver their networks and to most effectively use the extensive IAWM CRM.

- Working closely with the WMIP Communications Assistant (to be employed by WMCA) to ensure optimum communication of opportunities and activities relating to WMIP and the IAWM.
- Maintaining a regular line of communication with Bruntwood, a partner in IAWM, (along with the Director of IAWM) to flag opportunities and make relevant introductions.
- Providing hands-on support to deliver all SWM events including our Annual Conference and Members Mingle.
- Supporting engagement activities including those with SWM’s members and wider stakeholders.

SWM Communications and Stakeholder Engagement

- To support the SWM communications and marketing functions by delivering against our Communications and Marketing strategies, providing content for the website, newsletter and social media, and creating opportunities to promote our brand and key messages.

As we are a small organisation, the Events & Partnerships Officer is expected to be flexible and help other team members to deliver tasks as required.

3. Person Specification Requirements

| Essential Requirements | Desirable Requirements |
|--|--|
| Education / Qualifications | |
| Relevant qualifications in a relevant field. | Further qualifications in a relevant field. |
| Work Experience / Background | |
| At least one year managing projects with track record of managing resources (budget, time, skills) for delivery. | Experience of working in a small business, consultancy, or not-for-profit organisation. |
| At least one year experience working on sustainability or innovation with one of more of the public, private or third sectors. | Experience of supporting innovation with focus on low carbon solutions. |
| At least one year experience in the delivery of innovation support, training workshops, running good practice networks and events, presentations to a wide range of audiences. | |
| Skills, Aptitudes, Knowledge | |
| Good communication, negotiation, and relationship building skills. | |
| Literate, numerate and confident with figures and the use of Microsoft Office including Outlook, Word, Excel and Powerpoint | Familiar with website editing and use of social media, writing newsletters and communication and marketing tools |
| Personal Qualities | |
| Demonstrable passion in the sustainability mission of the organisation. | |
| Self-sufficient with proven skills in personal organisation and multi-tasking. Ability to make own decisions, use initiative and work as part of a team. | |
| Positive, well organised and focused to work under pressure to ensure deadlines are achieved – a finisher. | |

4. Values and Behaviours

Business led and business like

- Understanding of our vision, products, costs and customers
- Maintain our professional standards of time keeping, presentation, clear and timely communications and trust
- Interest in the sustainability mission of our organisation and balanced approach to business and life

Creative and positive

- An open-minded approach to their work
- Committed to continuous improvement for themselves, the organisation and our customers; a lifelong learner
- Able to recognise barriers and propose solutions

Respectful

- Minimise the impact of our operations and maximise the impact our advice has on the environment
- Celebrate the diversity of individual's views and backgrounds we work with and seek to use the best of these to delivery our vision
- Commitment to health and safety#

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