

JOB PURPOSE

To lead on the research and content generation for a series of event programmes to support the PLSA's annual programme of events.

Salary £40,000 - £45,000, depending on experience, plus benefits.

ACCOUNTABILITY

The post holder will report to the Director of Events.

KEY RESPONSIBILITIES

- ▶ Research, create content, and assist in the delivery of high-quality event programmes for the Association, both face-to-face (f2f) and online, working closely with the Events Programme and Technical Manager and Events Programme Assistant.
- ▶ Invite influential and high calibre speakers and chairs.
- ▶ Liaise and build relationships with PLSA internal teams and event programme sponsors to identify session topics and speakers.
- ▶ Build relationships with key stakeholders within the pensions and lifetime savings industry.

Duties include:

- ▶ Extensively research and create content for event programmes – f2f and online.
- ▶ Develop and maintain a good understanding of current industry and policy issues in the world of pensions and lifetime savings.
- ▶ Write relevant, exciting and commercially driven content for event programmes.
- ▶ Identify and secure high-level speakers.
- ▶ Liaise with speakers to agree session content and format and identify other ways they can help us in promoting the event.
- ▶ Hand over, in a timely manner and update as appropriate, details of speakers to Events Programme Assistant.
- ▶ Conduct speaker briefing meetings pre-event and input into the speaker briefing notes, including; session format, running order, housekeeping points, etc.
- ▶ Work closely with PLSA internal teams, to include Policy & Advocacy, Business Development and Marketing & Comms, to create and deliver the content for event programmes.
- ▶ Input into a speaker bank.

ESSENTIAL EXPERIENCE / KNOWLEDGE

- ▶ Experience of having worked in the pensions industry for a minimum of two years, with good knowledge of pensions and lifetime savings.

- ▶ Experience of working with senior stakeholders and key relationship building.

DESIRABLE EXPERIENCE / KNOWLEDGE

- ▶ Experience of inputting into event programmes.
- ▶ Knowledge of the events industry in the financial sector.

KEY SKILLS AND PERSONAL ATTRIBUTES

- ▶ Research and speaker acquisition skills.
- ▶ Copy writing skills.
- ▶ Excellent communication skills.
- ▶ Knowledge of Microsoft Word, Excel and PowerPoint.
- ▶ Flexible, hardworking, reliable and a keen team player who is also able to work independently and works well under pressure.
- ▶ Up to date with current affairs, with a high degree of interest in current business issues.
- ▶ High personal standards.
- ▶ Open and honest.