

## Events and Programmes Manager

Outlandish is seeking a talented, pro-active and socially-engaged events and freelance programmes manager. This brand new role will sit within our SPACE4 project. You will be joining a team of 2 dedicated to SPACE4, which exists within a wider team of 8-15 people in Outlandish. We are seeking someone with prior experience in developing partnerships, running events, generating income in creative ways, and marketing and publicity.

You will be responsible for developing our programme of public educational events and workshops. The focus of the programme should be on tech skills, other skills to boost employment, activism and ethics, and social business.

We especially encourage applications from groups that are underrepresented throughout the technology industry i.e. women, disabled people and people of colour, since a team that can bring different perspectives, ideas and thoughts together will effectively deliver awesome work.

- Location: North London Finsbury Park office, in-person
- Rate: £225/day
- Days: Total of 3 days per week, 7.5 hours per day
- Hours: May fluctuate depending on events - some evening and weekend work will be required
- Start date: Ideally between July and August 2022
- Contract type: Six months minimum, with a view to working with us on a longer term basis
- Budget: You will have access to a team project budget of up to £850 per month to spend on associated costs of the programme.
- Deadline: 10am 4th July 2022

## Key activities & responsibilities

### Partnership Development: 40%

- Work with our whole team in order to identify potential partners to run programmes and events.
- Cultivate relationships with new and existing partners and build genuine trust with them so that they collaborate with us for the long term. Relationship building is likely to include going to events and networking sessions yourself.
- Set and manage partners' expectations throughout, and communicate with them proactively.
- Identify ways to make our events programme economically sustainable through funding and sponsorship, and ticket sales where appropriate.

### Promotion and Marketing: 30%

- Work alongside other members of our design and communications teams to develop and implement a marketing strategy.
- Identify diverse groups who would benefit from our programmes and reach out to them appropriately.

### Running Events: 10%

- You will need to be on-site during some events. You'll need to ensure that everything runs smoothly. You may need to lock or unlock the building.
- We will expect you to be aware of our health and safety processes and to consistently minimise risks to the public.
- You may not always need to be at events - some partners may not require one of our staff to attend. Other members of our existing team are also responsible for overseeing events so you won't be alone most of the time and the work won't fall on you alone. However, you should plan to work on some evenings and occasional weekends.

## Identifying needs: 5%

- We have a fairly good idea of the types of events that we would like to run, and that have been popular in the past. However, we are always open to new ideas and making sure that there is an evidenced need for the programme. We would like you to speak with our target audiences and make sure that we are delivering useful programmes.
- Research what else is on offer in London or online to make sure that our offer is unique.

## Reporting 5%

- This role is being funded by 2 funders, who require us to report on our activities. You will work alongside other members of the team to do this, and be responsible for reporting on your activities and outputs.
- Monitor actual and projected spend to keep your projects within budget. You will be asked to feed into company-wide financial planning.

## Other: 10%

- Working alongside the rest of our team to help us upskill and create open working practices.
- Being around to help out with ad-hoc tasks in SPACE4.
- Being a proactive member of the SPACE4 community.
- Accurately track your time spent.
- Meet invoicing milestones and update our financial systems.
- Occasional other tasks around the events and co-working space.
- Opportunity to learn about other aspects of running a digital agency according to your interests such as finance, business development, comms etc.

## Skills and experience that we're looking for

- Confidence in planning and running events

- Experience of developing sustainable partnerships
- Experience of undertaking marketing and communications
- Have an interest in tech-for-good and digital activism
- A collaborative approach to your work
- Proactively asking questions when you are unsure/don't know how to do something. Most of us wouldn't consider ourselves as experts, but we give things a go and we'd like you to do the same.

## About Outlandish

### What we do

Outlandish build websites and data tools. We work predominantly with NGOs, charities, trade unions, researchers and activists. SPACE4 is a project run by Outlandish.

### About SPACE4

Outlandish set up SPACE4 in 2017. It is a work, training and events space, located in the same building as Outlandish's offices in Finsbury Park, on a separate floor.

SPACE4 has a particular emphasis on supporting people and projects that use technology to create positive social change. We also particularly focus on supporting and incubating co-operatives.

We deliver training and workshops to our members, and also to our wider community in Finsbury Park and beyond. We aim for our programmes to help to alleviate poverty on a systemic level by equipping people with skills to make a decent livelihood, and by challenging exploitative forms of business. Events range from short talks and workshops, to panel discussions, hackdays and parties.

SPACE4 has a core team of two people, who are supported by the rest of Outlandish, and draw on the ad-hoc skills of a wider community of freelancers and collaborators from time-to-time.

## How we work

Outlandish has invested in 'how' we work as much as the skills, processes and structures around what we deliver. We are a co-operative in legal structure but as well as this, the foundation of our culture is collaboration.

We are not perfect humans and make mistakes, and that is all part of the always improving, always learning, always trying culture we want.

To us collaboration is being:

- Open
  - Sharing information, documents, code, task lists, your progress, being ok with things not being 'right'
- Honest
  - If you are having a crap day, tell us. If you aren't liking something or feel uncomfortable, share it. If you love something someone did or they did it better than you could ever have done, tell them. Most importantly, if you don't know something, it is ok to say and it is actively encouraged. For example, we don't know how to write job descriptions but we've given it our best shot.
- Curious
  - When something isn't going so well – ask why before trying to fix it or complain.
  - Be interested in where people are genuinely coming from – ask them, openly
  - Be interested in where you are coming from – why do you think the way you do?
  - Listening before having a reaction to what people are saying to you – do you genuinely understand it?

- Trusting of the people you are working with
  - Believing that all of us are always trying to do our best. Can we truly trust that is where people are coming from almost all of the time? Can you trust the people you work with? If not, what work can we do to build that trust?

## What we are

We are a worker owned co-operative with seven members and 10 - 15 collaborators (lovely people who support us to deliver our work). We use Sociocracy as our governance structure and so run the business in circles, use consent based decision making throughout the organisation and are always learning. [Read more about sociocratic principles.](#)

Our theory of change is to live and share a transformative approach to tech business that brings about positive social change, balanced with the importance of a positive working environment. [We wrote a blog about how we defined it.](#)

## What we offer

- This role requires you to predominantly be based at SPACE4. However, we will build in as much flexibility as possible in terms of working hours. Please talk to us at interview about the flexibility you need. We can't promise to give you exactly what you want, but we do promise not to judge you for asking.
- We have an optional team lunch, paid for by Outlandish, for people in the office from Tuesdays to Thursdays (Wednesdays is an open lunch at SPACE4)
- The opportunity to become a member of our co-operative and own the business with us
- Decision making in the areas of our business that interest you. We'll offer you training on consent-based decision making (a key principle of Sociocracy) in order to support you while you're here (and beyond)
- A buddy scheme to make sure you're supported when you start

## To apply

Respond to the following questions in this form: <https://forms.gle/hUknhVxraMR7tLop9>  
by 10am Monday 4th July 2022

- What are the top 2 or 3 things that motivate you to apply for this role?
- Share up to three specific and unique skills, perspectives, experiences and/or knowledge you can bring which you think would be beneficial to the role.
- What are you most curious about?

## Credits

- We spend a lot of time writing our job descriptions because we want them to reflect our culture. If you have any feedback, we'd love to hear from you.
- We'd like to credit Catalyst and Fat Beehive for job description inspo. Thanks!
- We ran this description through the [Gender Decoder](#), this description is strongly-feminine coded.