



# Events and Communications Executive - Job description

**Location:** Leeds - Thorpe Park LS15 (flexible working considered)  
**Salary:** £24,000 - £27,500  
**Post Type:** Full Time  
**Contract:** Ongoing  
**Closing Date:** Friday 15th October 2021

## What we do

The UKMT exists to advance the education of children and young people in mathematics. We do this by working with hundreds of volunteers across the UK to organise Challenges promoting problem solving and teamwork and other mathematical enrichment activities. [ukmt.org.uk](http://ukmt.org.uk).

## Our values

We believe:

- That all young people can benefit from the experience of mathematical problem solving and therefore wish to inspire a love of mathematical problem solving in the widest possible group of young people;
- That there should be no barriers to young people's engagement in our activities and seek to widen participation and to increase inclusion and diversity;
- In the independence of our organisation and seek to uphold its reputation whilst raising its profile inside and outside the UK;
- In being a considerate employer, caring for and developing staff and volunteers.

## About your role

You will be at the centre of a small department that is responsible for the delivery of the UKMT's Challenges and Olympiads. Every year these engage thousands of students and schools across the UK and overseas. You will work closely with our incredible volunteers and supporters providing excellent stewardship and communications. You will communicate with people at all levels and need to work effectively with others in a busy role. In addition, you will be able to use your own initiative and analyse and improve working processes.

You will need to be flexible and responsive to changing demands of the UKMT and developments in our strategy and activities to meet stakeholder expectations.

- Producing and delivering communications, across multiple channels, for all UKMT Challenges and Olympiads including the related residential camps, overseas competitions and associated events.
- Managing relationships with key volunteers and delivering excellent stewardship and support for all volunteers.
- Designing, collecting and collating feedback about our Challenges, Olympiads, events and supporter care and implementing actions to continually improve our delivery in line with the UKMT's strategic objectives.
- Monitoring and reviewing expenditure, making suggestions for cost savings as appropriate, analysing income and expenditure with prior year, and working closely with your colleagues to ensure up to date and relevant financial reporting.
- Working closely with the Challenges and Olympiads Officer to ensure great supporter care is delivered at all times, including via the telephone, email, social media and via our website, and being the point of escalation for any queries.
- Attending conferences, events, executive committee meetings, and camps which will include weekends and evenings as appropriate.



- Ensuring we uphold our agreements with sponsors.
- Ensure policies are adhered to at all times when carrying out your work, in particular but not limited to Safeguarding Policy, Data Protection policy and Health and Safety policy.
- Supporting and working with other colleagues as necessary to ensure smooth running of all UKMT activities and contributing to the Trust's wider activities.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the post.

## Person Specification

### Essential

- Experience in producing and delivering marketing and stewardship plans using multiple platforms and channels.
- Experience organising events and delivering an exceptional experience for supporters.
- The ability to communicate with people at all levels including volunteer committees, supporters, volunteers and managers, including the ability to keep key stakeholders up-to-date.
- The ability to analyse working processes and seek to drive improvement, including increasing the use of technology to increase efficiency.
- The ability to gain knowledge in a new role quickly and show dedication to the work that you are doing.
- A passion and enthusiasm for the Trust's aims with the ability to lead others in their pursuit.
- Exceptional organisational and time management skills.
- The ability to make decisions and use your own initiative.
- The ability to work effectively with others in a busy role.
- An understanding of key policies which are important to the Trust, such as Safeguarding and GDPR.

### Desirable

- An interest in education and/or Mathematics
- Experience in Overleaf

### How to apply:

Please send a copy of your CV and a covering letter to Devon McDonald [D.McDonald@ukmt.org.uk](mailto:D.McDonald@ukmt.org.uk).

### If you have any queries or would like more information regarding this vacancy, please contact:

Chris Normington - Operations Manager  
[C.Normington@ukmt.org.uk](mailto:C.Normington@ukmt.org.uk)

### Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975

This post requires an enhanced and barred list criminal record check from the Disclosure and Barring Service (DBS), and any equivalent overseas authorities where relevant. The successful candidate will be required to give consent for the UKMT to check their criminal record status. All applicants are required to make a self-declaration where applicable.