**Job Profile – Project and Events Officer**

**Job Title: Project and Events Officer**

**Job Grade: Level 4. Zone 1**

**Working for Camden**

‘Camden is building somewhere everyone can thrive, by making our borough the best place to live, work, study and visit. Because, we’re not just home to UK’s fast-growing economy. We’re home to the most important conversations happening today. And we’re making radical social change a reality, so that nobody gets left behind. Here’s where you can help decide a better future for us all.

Camden has a reputation for being forward thinking, innovative and leading the way in applying different approaches to solving entrenched social and economic challenges. The Inclusive Innovation Network was set-up in late 2019 to capitalise on this energy via an organisation-wide network of people who wanted to share practice and ways of working, while learning from each other and developing new skills. Due to the pandemic, the development of the network was halted but as we press forward with recovery and renewal plans, we are re-launching the network. We have an exciting and career enhancing secondment opportunity for a Project and Events Officer to support the re-launch of the [Inclusive Innovation Network (IIN)](https://lbcamden.sharepoint.com/sites/intranet/communications/Pages/Help-us-to-develop-the-next-version-of-our-Inclusive-Innovation-Network.aspx)across the council.

**About the role**

We are right at the beginning of the re-launch of the Inclusive Innovation Network (IIN) and in this role, you will have real scope to bring your own ideas and experiences, influencing the direction of the network and working alongside officers and colleagues across the organisation for a successful launch. We want to make the network as accessible as possible so that eventually it can be used by everyone across the organisation and ensure that we are building on the huge amount of fantastic, innovative work that is already going on. Because of this, we want to co-design what the network will look like alongside colleagues from across the organisation. The first stage of the project will be engaging a group of staff who are interested in shaping what the IIN 2.0 will look like.

A key part of your role will be to co-ordinate a programme of workshops and use the feedback to inform what the network will look like and how it will be launched across the organisation as well as being the consistent point of contact for people who are interested in being involved in the network.

We see the network as being a vehicle for creating a better future for all. The network will be focussed on development opportunities for Camden staff, creating an environment for teams to try different solutions and approaches to solving entrenched problems and share their learning. Our overall aim is for this in turn, to lead to better services for our residents and more opportunities for them to be actively engaged in shaping our work. We hope this secondment position in itself will be an opportunity for someone to develop new skills and welcome candidates with diverse work backgrounds (more on development support available in next section).

Background about the inclusive innovation network

The Inclusive Innovation Network will offer staff across the organisation:

* Career development and opportunities to work on projects outside of usual areas of working
* Training and development opportunities (e.g. human-centred design, agile methodologies)
* Problem solving, peer support and create a space for connection and networking

Key outcomes of the re-launch include:

* developing a small group of diverse colleagues across the council who want to be involved in shaping the IIN, learning and championing innovative approaches among their peers (similar to the [Digital Change Champions](https://lbcamden.sharepoint.com/sites/intranet/communications/Pages/become-a-digital-change-champion.aspx))
* working alongside them to co-design how the network should run and co-ordinating a programme of workshops that enable this group to learn new approaches and create the environment for colleagues to share this good work with the organisation
* delivering a communications and engagement programme leading up to an exciting event in Autumn / Winter to formally launch the IIN and engage others across the organisation
* setting up a sustainable network across Camden, providing those interested with opportunities to spend sometime working on different projects in multidisciplinary teams and ensuring the IINs positive legacy

**About you**

The successful candidate will see the value in new ways of working and be ready to embrace a ‘test and learn’ approach. You will be responsible for delivering multiple streams of work, co-ordinating and collaborating with the multi-disciplinary team to ensure that the project aims are achieved. You will be responsible for co-ordinating a series of online workshops and events; ensuring that tasks leading up to each milestone are delivered. You will play a key role in translating learning from the workshops into future plans for the network and following up on actions arising. You will be highly organised, as you will be managing the team planner and a varying workload.

We are ambitious in our vision and want the network to be used by everyone across the council. We are therefore encouraging staff from diverse working backgrounds - including expertise on frontline working - to apply for the role. You will be supported in your development, this will include having a buddy/ mentor. You will be joining a small project team who use agile methods, which means you will be working at a fast pace; continually reviewing, testing, learning and adapting the approach as the project develops. This would be a great opportunity for someone looking to develop these skills and you will be supported to do so.

Key skills

* Managing and delivering online events / meetings
* Co-ordinating tasks, projects and people
* Stakeholder engagement
* Analytical skills
* Strong communication and writing skills
* Highly organised and good at managing competing tasks
* Experienced and / or willing to learn how to use Microsoft work packages and other digital tools such as Jamboard, Miro and Google Apps

**Work Environment:**

This role will be home based, at least until September due to the main activities we are carrying out being in ‘priority group 3’. After September, there may be opportunities to meet with the project team in person, but the bulk of the work is likely to be carried out at home. More details on this can be discussed at interview if home working is an issue.

**People Management Responsibilities:**

No people management responsibilities

**Relationships:**

You will be working in a small multi-disciplinary team, alongside colleagues from the Strategy Family including the Head of Strategy – Supporting Communities, Delivery Manager, Senior Policy and Projects Officer, Policy Designer on a regular basis. You will also be working with colleagues from Communications, Organisational Development and Human Resources, as well as colleagues from right across the organisation who will be engaged in the network. You will have the opportunity to work with senior leaders and have a real impact on the direction of this work within Camden.

**Over to you**

We’re ready to welcome your ideas, your views, and your rebellious spirit. Help us redefine how we’re supporting people, and we’ll redefine what a career can be. If that sounds good to you, we’d love to talk

**Is this role Politically Restricted?**

Some posts at Camden are politically restricted, which means individuals holding these posts cannot have active political role. For a list of all politically restricted roles at Camden [click here](http://camdocs.camden.gov.uk/HPRMWebDrawer/Record/8081811/file/document?inline).

**Diversity & Inclusion**

At Camden, we value and celebrate difference and encourage diversity in all respects. Our diverse workforce ensures we represent our communities to the best of our ability and enables us to make better decisions. Because of this, we particularly welcome applications from Black, Asian and those of other non-white ethnicities, those who identify as LGBT+, neurodiverse and disabled people.

**Agile working**

At Camden we view work as an activity, not a place. We focus on performance, not presenteeism. We create trusting relationships, we embrace innovation rather than bureaucracy and we value people. Collaboration is the Camden way, silo working isn’t.

At Camden we are proud to be one of Hire Me My Way’s inaugural campaign supporters. Hire Me My Way is a national campaign led by Timewise, designed to increase the volume of good quality jobs that can be worked flexibly in the UK (www.HireMeMyWay.org.uk). Hire Me My Way aims to treble the number of available good quality flexible jobs to 1 million by 2020.

**Asking for Adjustments**

Camden is committed to making our recruitment practices barrier-free and as accessible as possible for everyone. This includes making adjustments or changes for disabled people, neurodiverse people or people with long-term health conditions. If you would like us to do anything differently during the application, interview or assessment process, including providing information in an alternative format, please contact us on 020 7974 6655, at [resourcing@camden.gov.uk](mailto:resourcing@camden.gov.uk) or post to 5 Pancras Square, London, N1C 4AG,

**How to apply**

If you are interested in this job please speak to your manager first for their agreement to apply, and then fill in 4 questions on the ‘Be Applied’ recruitment platform LINK. There will be an interview panel and the successful candidate will be assessed on how your skills and experience meet the requirements listed in the job profile of this role.

Interviews have been scheduled to take place on TBC and these will be conducted via MS