

Working with PLP, your events will help improve access to justice for the most marginalised in our society

JOB TITLE:	Events Officer
CONTRACT TERM:	Permanent
LOCATION:	Central London (King's Cross)
HOURS:	Full time (we will consider part time or job share for the right candidate)
SALARY:	£24,000 - £29,000 per annum depending on experience and 10% pension after one year
CLOSING DATE:	9am Friday 21 July 2017
INTERVIEWS:	Tuesday 1 August 2017 (to be confirmed)

This is a fantastic opportunity to join a unique, award winning legal charity and NGO based in Central London. PLP was founded in 1990 with the mission to improve access to justice for those facing poverty, discrimination or other disadvantage, through legal aid casework, research, policy initiatives and training. We have recently refreshed our vision and mission as part of planned expansion. Our vision is a world in which individual rights are respected and public bodies act fairly and lawfully. Our strategic priorities are to:

- Promote and preserve the Rule of Law
- Ensure fair systems
- Improve access to justice

As we are expanding, there will be opportunities for the right candidate to develop their portfolio to make best use of their skills and develop both their, and the organisation's interests. Your role will assist in the administration and programming of PLP events such as our annual conferences in London, Cardiff and Manchester, training across the legal and NGO sector in public law and fundraising initiatives to support PLP such as the Royal Parks Half Marathon. You will need to be as comfortable handling data and IT as you will be thinking through event logistics. An understanding of and engagement with human rights and public law as it affects people in the UK would be a distinct advantage.

The Events Officer will:

- Support the smooth running of events by liaising with venues, suppliers and speakers

- Manage events sales and bookings
- Support the expansion of the PLP's profile through our website and social media
- Provide executive assistance to our director by liaising with key external stakeholders

For more information and to apply please visit www.publiclawproject.org.uk/jobs and send your completed application form to: c.king@publiclawproject.org.uk

PLP values: Equality. Integrity. Expertise. Teamwork. PLP is an equal opportunities employer. PLP welcomes applications from individuals with a disability whatever their impairment. Applicants should note that our current building is located over four floors and regrettably has no lift facilities. If you have a disability which you think may interfere with your ability to do the job as described, please let us know and PLP will make reasonable adjustments both at interview and on appointment. PLP is a company limited by guarantee and a registered charity (No 1003342). Legal Aid Lawyer of the Year Awards Winner 20015, Halsbury Legal Awards 2013 Winner - Special 'Rule of Law' Award, The Guardian Charity Awards 2012 winners.