



Role Profile

Vacancy Summary			
Job Title	Events and Media Officer	Job Reference	322392
Group	Ministerial and Communications	Team	Communications team
Approach	External	Range	C (grade EO)
Contract Type	Permanent	Working Pattern	Full Time, Part Time, Job Share (Flexible working hours can be accommodated)
Salary	£26,770 - £31,180	Location	Darlington (Feethams House)
Security Vetting Level	<u>Security Check</u>	Closing Date	Sunday 26 th November 2023

Recruitment Timeline		
Closing Date	Shortlisting	Interviews
Sunday 26 th November 2023	w/c 27 th November 2023	w/c 11 th December 2023

About HM Treasury

If you're interested in making a difference to people's lives, the Treasury can offer you an exciting opportunity to influence decision making that affects the whole of the UK. Working at the heart of government, we collaborate across government to promote responsible public spending and drive strong and sustainable economic growth.

Our work ranges from protecting customers through the regulation of the financial sector, helping to reduce carbon emissions and creating a greener economy, to promoting British trade around the world and supporting people across the country on jobs, growth and more.

HM Treasury is proud of a diverse and inclusive work environment, committed to fairness and the promotion of equality of opportunity for all. We know that having a range of experiences, ways of working and thinking makes us stronger and better at developing policy that reflects the needs of every community. We embrace different views and experiences and value the new perspective that

people from a variety of circumstances bring to the work we do. We welcome applications from candidates who have not previously worked for the Civil Service, mid- and late-career changers with transferrable skills, people from all backgrounds and circumstances regardless of disability, gender, age ethnicity, LGBT+ identity and socio-economic status.

We are part of the Darlington Economic Campus, a pioneering new cross-government policy making hub which brings people together to play an active role in the most important issues of the day whilst working closer to the communities we serve. The campus provides the opportunity for people from all over the UK to help shape the future of the country, and our flexible working practices ensure you can collaborate effectively with our partners. It's central government, made more accessible to you!

About the Group

Ministerial and Communications

The Ministerial and Communications Group sits at the heart of the Treasury. If you are interested in the inner workings of the Government, meeting Ministers, Senior Officials and liaising with the Press then this could be the place for you! We are a friendly and inclusive Group working on some of the most exciting issues of the day, bringing together work from across the rest of the department and engaging closely with partners across Whitehall and beyond.

We provide support to Ministers, through Ministerial offices. We act as Treasury's external face, through the Press Office and Communications team. We are responsible for managing the department, through our support for the Permanent Secretary, the Second Permanent Secretaries, the Treasury Board, and the Executive Management Board (EMB), and our ownership of Treasury governance structures. The Group is led by the Permanent Secretary.

About the Team

The work of the Communications team is fast paced, varied and exciting - it includes events, press, internal communications and engagement as well as external communications and PR. It works closely with Ministers, special advisors and policy teams to communicate the full range of the Treasury's work, through traditional and new media channels.

The team is fast-paced, supportive and fun. We work collaboratively across the different aspects of communications (press, digital, events). The roles are high-profile and team members are given a large degree of ownership for their areas of work and flexibly support colleagues during busy periods as responsibilities can move around to reflect Government priorities.

The Events & Visits team, within the Communications team, is currently comprised of four team members. As a small team, it works flexibly and collaboratively to deliver a comprehensive Ministerial visit programme across the UK.

About the Job

Key Accountabilities for this role include:

1. To help plan, coordinate and deliver UK visits and events across Government priority policy areas for the Chancellor of the Exchequer and wider Ministerial team.
2. Lead on logistical planning of domestic and international Ministerial events and visits, booking all travel and other various logistics in an efficient and organised manner.
3. Help to support the team when accompanying the Chancellor and other Ministers on high profile visits and events, handling media, logistics, and ensuring the day runs smoothly.
4. Carry out detailed site visits to scope out visit locations in advance.
5. Prepare and coordinate Ministerial documents such as programmes and briefings to assist Ministers whilst attending events and carrying out visits.
6. Create and maintain detailed administrative records.
7. Work closely with press officers to coordinate media plans; arrange and deliver media operations whilst on Ministerial visits.
8. Support the Head of Team and Events & Visits Managers as required on day-to-day tasks.

Candidate Drop-In Session

We will be running a candidate drop-in session for this role to give you greater insight about the role as well as the chance to learn more about HM Treasury and the recruitment process. If you would like to join us, then use the appropriate link below to join the call at the right time.

Thursday 9th November 2023 13:00 – 13:30 [Click here to join the meeting](#)

Wednesday 15th November 2023 13:00 – 13:30 [Click here to join the meeting](#)

If you would like to speak to the hiring manager informally prior to the closing date for applications to find out more about the job, please contact Lauren Cox, lauren.cox@hmtreasury.gov.uk.

About Your Application

We are looking for the below skills, experience and behaviours and we will ask you to demonstrate these in your application form. Please review the Candidate FAQ document that is attached to the advert for guidance on how to complete your application form.

1. Experience in a role that includes planning and organising professional events, including logistics, itineraries, media operations and working with external stakeholders (**Experience**)
2. Utilise strong time management and organisation skills to deliver work independently to deadlines and take responsibility for quality of work produced, whilst keeping colleagues and partners informed of plans, progress and keeping historical records up to date (**Delivering at Pace**)
3. The ability to work together across multiple teams and to establish effective relationships with a variety of colleagues and partners (**Working Together**)

The lead criterion is: Experience

If we receive large volumes of applications, we will conduct an initial sift on the lead criterion only.

Candidate Guidance Support Session

We will be running an overview of Success Profiles and the STAR approach; top tips for the application and interview process and an opportunity to ask general questions around our recruitment practices. If you would like to join us, then use the link below to join the call at the right time.

Thursday 9th November 2023 12:30 – 13:00 [Click here to join the meeting](#)

Monday 20th November 2023 17:30 – 18:00 [Click here to join the meeting](#)

Your Interview

At interview stage, you will be assessed on the below criteria:

- Experience
- Strengths
- Behaviours:
 - Delivering at Pace
 - Working Together

Flexible Working Arrangements

HM Treasury views flexible working as essential in enabling us to recruit and retain talented people, ensuring that they can enjoy a long-lasting career with us. All employees have the right to apply for flexible working and there are a range of options available including; part-time, compressed hours and job sharing. Additionally, we operate flexitime systems, allowing employees the flexibility to adjust their working patterns throughout the week which is subject to operational needs and line management approval.

At HM Treasury we have an incredibly broad remit; our work touches every citizen of the country. So, it's important our employees come from the widest possible range of backgrounds, bringing us the widest possible range of perspectives and ways of thinking. We are committed to ensuring that all staff can realize their potential and achieve a healthy work-life balance.

HM Treasury operates an office based working approach across all Treasury sites - Darlington, London, and Norwich, with the expectation of achieving 50% attendance in the office as a minimum requirement, along with the flexibility of working remotely. This blended working approach allows you to work collaboratively, meet stakeholders face to face, support others and promotes a healthy work life balance (please be aware that this role can only be worked in the UK and not overseas). Some roles will not be suitable for Hybrid Working. Similarly, Hybrid Working will not suit everyone's circumstances. Arrangements will be discussed and agreed with the successful candidate(s) and subject to regular review. All our offices have been recently modernised and designed to collaborate and connect with colleagues as well as desk and quiet space to allow a range of ways to work.

Benefits

- 25 days annual leave (rising to 30 days after 5 years), plus 8 public holidays and the King's birthday (unless you have a legacy arrangement as an existing Civil Servant). Additionally,

we operate flexitime systems, allowing you to take up to an additional 2 days off each month.

- Flexible working patterns (part-time, job-share, compressed hours).
- Generous parental leave and adoption leave packages.
- A Civil Service Pension which provides an attractive pension, benefits for dependants and average employer contributions of 27%
- Access to a cycle-to-work salary sacrifice scheme and season ticket advances.
- A Rental Deposit Advance Scheme to help meet the total costs of deposits for privately rented homes.
- Access to HM Treasury's benefits portal allowing you access to a range of discount codes for online shopping.
- A range of active staff networks, based around interests (e.g. analysts, music society, sports and social club) and diversity (e.g. women in the Treasury, ethnic minority network, LGBT* network, faith and belief network).
- Access to a range of allowances if eligibility applies. These include profession related allowances.

Equal Opportunities and Reasonable Adjustments

HM Treasury is a Disability Confident Leader. This means we've been recognised as an employer which is confident and leading the way in recruiting and retaining staff with disabilities. We will offer an interview to any applicants with a disability who have indicated they wish to take part in the disability confident scheme, provided they meet the essential criteria for the post set out in the person specification.

HM Treasury is committed to being an Equal Opportunities Employer. We wish to ensure that all applicants are treated fairly and appointed solely on their suitability for the role. We welcome the opportunity to speak with you to discuss what adjustments can be made to help you demonstrate your full potential whatever the type of assessment used.

If you need any reasonable adjustments to take part in the selection process, please tell us about this in your online application form. If you would like to speak to the recruitment team regarding this, you can contact them on hrrecruitment@hmtreasury.gov.uk .

Complaints Procedure

Our recruitment process is underpinned by the principle of recruitment based on fair and open competition with decisions made on the basis of merit, as outlined in the Civil Service Commissioners' Recruitment Principles. If you feel your application has not been treated in accordance with these principles and you wish to make a complaint, you should in the first instance contact HMT by email: hrrecruitment@hmtreasury.gov.uk

If you are not satisfied with the response you receive, you can contact the Civil Service Commission, which regulates all Civil Service recruitment.