



UK Events and Operations Associate

LOCATION: London (Monday-Thursday in the office)

CONTRACT: Full-time

SALARY: £35,000-£40,000

START DATE: As soon as possible

ABOUT MORE IN COMMON

More in Common is a research agency working across the US, UK, Germany, France, Poland, Spain and Brazil to tackle polarisation and division. More in Common leads and supports initiatives to build more united, inclusive, and resilient societies. Our mission is to understand the forces driving us apart, help societies find common ground and bring people together to tackle shared challenges.

In the UK, our work is best described as being part consultancy and part think tank. We provide a full suite of research services including polling and focus group research; evidence reviews; audience mapping; strategic communications and campaign development. More in Common are members of the British Polling Council and were among the most accurate pollsters of the 2024 General Election.

Our work is informed by our [ground-breaking segmentation of the British public](#). This unique values-based lens to our quantitative and qualitative research means we can understand not only what the public thinks of the big challenges facing British society today – but crucially why they think it. Our approach helps both to amplify the voices of groups often left out of political and media debates, and supports leaders in institutions across government, media and civil society to better navigate tricky and divisive issues. Our insights are regularly used by senior political leaders across all political parties to shape their thinking and strategy on the major issues facing the country.

Over the last year, More in Common has published agenda-setting thought leadership on a whole range of debates facing British society – from exploring the public's starting points on climate action; to understanding how the British public is navigating major debates from EDI training to the conflict in Israel and Palestine; to highlighting the public's expectations on mental health reform and what's next for the levelling up agenda. Our work is regularly covered in the [British press and media](#) and we've developed a series of partnerships with broadcasters and newspapers to deliver top-quality research insights.

Through our consultancy, More in Common has also supported dozens of partners with insights and strategic communications support. We've helped national institutions such as the BBC, British Library and National Trust to better understand their audiences, we've helped

partners in government and civil society with the set-up and delivery of the Homes for Ukraine scheme, and we've supported a range of partners to test their manifesto ideas from the National Farmers Union to Rethink Mental Illness among many others.

DIVERSITY + EQUITY + INCLUSION

We will have a better chance of uniting divided societies if our team reflects a broad range of social and cultural backgrounds, beliefs, political opinions, and life experiences. We particularly encourage applications from underrepresented and minority communities.

ABOUT THIS ROLE

More in Common is seeking a full-time Events and Operations Associate. More in Common UK is a small team with a start-up culture where everyone is expected to execute a range of responsibilities. The Events and Operations Associate will primarily facilitate our annual programme of Party Conference events and build out our event offering year round. The role will involve working closely with the UK Team on project management and supporting More in Common's communications and dissemination work. There will also be opportunities to contribute to research and client work, and to personalise the role. The successful candidate will report to our UK Associate Director for Strategy and Development.

Events and dissemination

- Designing, organising and promoting a regular programme of in-person panel events and online webinars to share More in Common's insights.
- Coordinating the planning and preparation of More in Common's programme of Party Conference events - including logistics, invitations and publicity.
- Identifying potential sponsors and partners for More in Common's events and in particular the Party Conference Programme
- Designing and delivering workshops for More in Common's partners and clients
- Drafting and developing data briefings and press releases for journalists, conducting data checks, and designing and publishing reports on our website
- Drafting op-eds, Twitter threads, blogs and newsletters using More in Common's insights
- Designing webinars and short insights products to disseminate our latest insights and research to partners and the wider ecosystem

Operations, finance and additional responsibilities

- Day-to-day support and project management on a range of our client and partner projects
- Supporting the Associate Director and working with our finance team on our financial management
- Managing external research vendors relationship including scheduling focus groups
- Identifying new partners, clients and opportunities across various sectors for events and workshops

- Draft weekly newsletter
- Keep More in Common's CRM up-to-date with clients, partners and stakeholders details

JOINING MORE IN COMMON

With over 60 staff across seven countries, each member of our team makes a vital contribution to our impact, and we put a strong emphasis on team selection and values. We look for people who:

- Are strategic, rigorous, restless, energetic and creative
- Are able to think ahead and get big stuff done
- Are committed to a process of ongoing learning
- Have direct experience with and understand people from different perspectives and backgrounds
- Are excited to do work that works across political divides and that promotes shared national identities
- Are interested in reaching left behind communities
- Are excited to work with heart as well as head
- Want to be part of finding practical solutions

QUALIFICATIONS AND EXPERIENCE

We look for great people before we look for specific qualifications and experience. However, the following will be an asset for this role:

- Experience of organising & co-ordinating high-profile events to disseminate research
- Project management and financial project management experience
- An understanding of the UK political system and a keen interest in current affairs and UK public policy
- Curiosity for understanding and engaging people, and a desire to tell new stories that focus on building upon common ground in Britain today
- Professional background in an opinion research, public affairs, policy or strategy consultancy, or civil society would be desirable

COMPENSATION

- Competitive salary (£35,000-£40,000) and excellent benefits along with generous leave policy
- Personal learning and growth budget

HOW TO APPLY

The application deadline is Tuesday 26th November 2024.

Applications should include a CV and cover letter. All applications need to be made via More in

Common's Personio website - using this link:

<https://more-in-common.jobs.personio.com/job/1822032?display=en#apply>

Indicative Timeline

- Closing Date: Tuesday 26th November, 17.00
- Initial chat with Associate Director on Zoom: Friday 29th November 2024
- Conversations with other More in Common team members: 3rd and 4th December 2024
- In person final interview panel: 11th December 2024

We expect to make an offer to the successful candidate by 13th December 2024