

Topical Events Champion

Reports to: Conservative Policy Forum Voluntary Director

Duration: Six Months [interim placement]

Nature of Role: Voluntary

Background:

The Conservative Policy Forum is the Conservative Party's in-house membership think tank. We work to develop the policy potential in our membership, and translate that to our Leader, our Shadow team, and into general right-wing thought leadership. We've had an exciting eight months with the current team, increasing our attendance on calls and seeing huge interest from members – but we know we can do more.

The CPF is currently an organisation of volunteers for volunteers, and this is a voluntary role. You will be joining a small and passionate leadership team working to revitalise the party's membership policy formation, specifically through designing and delivering online topical events. In the last few months, we've welcomed the Shadow Chancellor Sir Mel Stride, Sir James Cleverly, and Shadow Ministers and Secretaries of State including Helen Whately, Nigel Huddleston and Mims Davies.

Purpose of the job:

The Topical Events Champion will be responsible for the design, delivery and follow-up of a monthly programme of CPF online events focused on current political issues within the UK. These sessions will provide an opportunity for CPF members to discuss key questions and challenges within a particular topic, then generate policy solutions.

The core responsibility of the role will be to work with the Director, Deputy Directors, Renewal team and Member Expert Groups to propose a programme of national topical events to provide an opportunity for members to feed back on the key issues of the day. Following that, work with the Director and Chairman to line up panels and guests, and on the day ensure discussion remains productive and produce and share high quality written summaries. This is a high-profile exciting role for someone who is confident engaging with senior stakeholders, rolling up their sleeves, and with confidence in online event management.

Core Deliverables:

As CPF Topical Events Champion you will manage our ongoing online events:

- 1. Identify topics** for approval by Management Team

2. **Design events:** work with leadership team to secure speakers, including scheduling and delivery via online platform, develop clear and focussed topics.
3. **Engage and brief guest speakers**
4. **Support the Chair of the event and moderate discussions**
5. **Capture and develop policy insights**

This role would suit a delivery-focussed person who is comfortable coming up with ideas, forward planning and rolling up their sleeves to get them done, and is confident with event planning. Experience with senior political stakeholders and chairing Q&As is desirable.

Key Performance Indicators (3-6 months):

- Organising at least 1 event a month with over 100 people attending, with 6 completed within a 6 month-timeframe.
- Feeding back the synthesised / summarised ideas & conclusions to all attendees, panel members and Shadow teams within 1 week of the 6 events.

This is a temporary appointment made via co-option. However, subject to review and organisational development, it is envisaged that the role will become permanent following a formal appointment process.