

## JOB DESCRIPTION

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| <b>Job title:</b>     | Project and Events Officer   |
| <b>Reporting to:</b>  | Communications, PR and Engagement Manager  |
| <b>Location:</b>      | Blended (Home and OCD Action's main office in Islington, London EC1)   |
| <b>Hours:</b>         | 2.5 days per week  |
| <b>Contract Type:</b> | Fixed Term 1 <sup>st</sup> March – 30 <sup>th</sup> November (to fulfil delivery of a specific project)                            |
| <b>Salary:</b>        | £23,000 per year pro rata  |
| <b>Holiday:</b>       | 12.4 days annual leave for this contract (equivalent to 25 days pro-rata plus 8 public holiday allowance for a full-time employee) |

### About OCD Action

OCD Action is the leading national charity focusing on Obsessive Compulsive Disorder (OCD), a debilitating mental health condition affecting around 1-2% of the population. We are here because OCD ruins lives, it tears families apart and leaves people isolated and exhausted. Our job is to help people affected by OCD to fight back. We provide support and information to anybody affected by OCD, work to raise awareness of the disorder amongst the public and frontline healthcare workers, and strive to secure a better deal for people with OCD.

### Job Purpose

This is a project management role with two key aspects

- 1) To lead on all logistical aspects of OCD Action's conference
- 2) To lead on the management of OCD Action's Office and key database management.

### Responsibilities

- Development and delivery of a conference project plan
- Stakeholder management: ensure all key stakeholders are kept informed of the project's progress
- Relationship management: liaise with event speakers and other key providers
- Management of booking app and enquiries
- Management of the online conference platform
- Management of event logistics in advance and on the day of the event
- Develop the event programme and key event information briefings for attendees
- Work within OCD Action's policies and procedures and the law
- Attend team meetings
- Undertake other duties, appropriate to the role of Project and Events Officer and to the needs of OCD Action, as directed by your line manager.

**Person Specification  
Project and Events Officer**

|                                   | <b>Essential</b>   | <b>Desirable</b>   |
|-----------------------------------|--|--|
| <b>Experience &amp; Education</b> | <ul style="list-style-type: none"> <li>• Experience of leading or running events</li> <li>• Experience of providing administrative support or office management</li> <li>• Experience of working in a customer or user focused setting and understand how to deliver a good user experience</li> <li>• Experience of project management</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience in a small Charity environment</li> <li>• Management qualification</li> <li>• Experience of online events</li> <li>• Experience of digital communications (social media or app development)</li> </ul> |
| <b>Skills &amp; Knowledge</b>     | <ul style="list-style-type: none"> <li>• Adept at communicating verbally with a wide range of people</li> <li>• Excellent written communication skills</li> <li>• Exceptional planning and organisational skills</li> <li>• Very good IT skills</li> <li>• Ability to work within the bounds of confidentiality</li> <li>• Excellent interpersonal &amp; listening skills</li> <li>• Highly skilled at working on own initiative</li> <li>• Have an excellent attention to detail</li> </ul> |  |
| <b>Values and Attributes</b>      | <ul style="list-style-type: none"> <li>• Committed to fighting for better access to treatment and support for people affected by OCD</li> <li>• Ability to empathise with those affected by mental health conditions</li> <li>• Flexibility and willingness to go the extra mile in order to support a thriving community</li> </ul>   |  |