The Alan Turing Institute

HEAD OF EVENTS

THE ALAN TURING INSTITUTE

The Alan Turing Institute is the UK's national institute for AI and data science. We are named in honour of Alan Turing, whose pioneering work in mathematics, engineering and computing helped shape the development of modern AI and remains an enduring example of how technical innovation can serve the national interest.

Our mission is to secure the UK's resilience for the age of AI. We do this by bringing together expertise from across the country to protect critical systems against disruption, counter AI-enabled threats and shape UK strategic AI capability.

This is an exciting time to join us as we enter a new phase, with new leadership and a strategy focused on strengthening the nation's resilience and shaping a better future.

This provides a great opportunity to rethink how we use events and convening to showcase our science, connect priority audiences and bring together expertise around the challenges facing the UK and internationally

ROLE PURPOSE

We are looking for someone who is an experienced events leader to shape and lead the Institute's emerging events portfolio. The portfolio currently includes a conference for a scientific audience, the Turing Lectures, a stakeholder showcase, and a developing series of dinners and breakfast briefings that speak to a range of Turing audiences. As Head of Events, you will advise on the strategic fit, key audiences and tactical delivery of each, and decide where a single events budget is best spent, including on our presence at external events and conferences.

This is a small team, and the role combines strategic leadership with hands-on delivery. You will make the prioritisation calls that a small team needs, triaging what the Institute hosts, what it supports and what it declines, and bringing clear recommendations to the Director of Communications and Engagement and the Executive Leadership Team on larger commitments. You will also be comfortable getting into delivery and leading on the project management of events where needed.

Generating income through events is a new area of work for the Institute, and in collaboration with our Partnerships team you will help us establish and grow it. You will bring experience of generating income through sponsorship or partnership working, and a good sense of how to package events as products. You will be comfortable working across the Institute with a range of teams and functions including our Partnerships team, the philanthropic function, an emerging public affairs function and colleagues in Science and Innovation (S&I). And of course, sitting within the Comms and Engagement directorate you will build integrated ways of working across comms, marketing, design and content creation to bring events and convening activities to life.

The Head of Events will report to the Director of Communications and Engagement and work closely with the Head of Communications and Marketing. The role-holder will lead a small events team.

HOW YOU WILL MAKE AN IMPACT

- Lead the development of the Institute's events portfolio, ensuring activity is aligned with strategic priorities, reaches the right audiences and makes effective use of the overall events budget.
- Lead and develop a small events team, setting priorities and balancing strategic leadership with hands-on project leadership and delivery where required.
- Develop the Institute's approach to sponsorship and partnership income from events, identifying opportunities to package events effectively and working closely with Partnerships and the philanthropic function.
- Shape the Institute's approach to external events and conferences, advising on where and how the Turing should be represented and working with relevant colleagues to maximise the value of our presence.

The Alan Turing Institute

- Develop the Institute's convening capability as the national resilience agenda evolves, including supporting the developing public affairs function and engagement with priority audiences.
- Provide expert advice across the Institute on events and engagement, particularly to Science and Innovation colleagues, helping to identify the right formats and audiences and making clear prioritisation choices about where the events team can add most value.
- Provide strategic advice and recommendations to senior leaders on how events can support the Institute's strategy, reputation and engagement objectives, informed by evidence and evaluation.
- Hold overall responsibility for effective event operations, including budget management, procurement, suppliers, accessibility, health and safety, data protection and appropriate evaluation.

PERSON SPECIFICATION		
Skills and Requirements Post holders will be expected to demonstrate the following:	**Essential (E)** **Desirable (D)**	**Tested at application (a)** **Tested at interview (i)**
Knowledge and Experience		
Experience of leading an events portfolio from strategy through to delivery and evaluation with the ability to move comfortably between strategic leadership and hands-on event management.	E	A/I
Strong commercial and financial judgement including making evidence-based decisions on what to run, support or decline, managing budgets, sponsorship and partnerships, and working within appropriate procurement processes.	E	A/I
Experience of running events, including hybrid or virtual, that generate income to cover or exceed their costs	E	A/I
Experience of leading and developing a small team including effectively managing temporary resource, suppliers and external partners.	E	A/I
Strong influencing and interpersonal skills with the ability to advise senior and scientific colleagues, manage expectations and translate complex scientific content for different audiences.	E	A/I
A strong understanding of inclusive, accessible and safe event delivery including health and safety, data protection, EDI principles and organisational values.	E	A/I
Experience of working in a research, higher education, tech or science organisation and the ability to demonstrate experience of convening senior policy, government or industry audiences	D	A/I
Knowledge of developing or working with scientific demonstrations	D	A/I

Please note that job descriptions cannot be exhaustive, and the postholder may be required to undertake other duties, which are broadly in line with the above key responsibilities. This job description is written at a specific time and is subject to changes as the demands of the Institute and the role develop.

APPLICATION PROCEDURE

If you are interested in this opportunity, please click the apply button below. You will need to register on the applicant portal and complete the application form including your CV and covering letter. If you have questions about the role or would like to apply using a different format, please contact us at recruitment@turing.ac.uk.

The Alan Turing Institute

TERMS AND CONDITIONS

This is a full-time post is offered on a permanent basis. The annual salary is £70,000-75,000 plus excellent benefits, including flexible working and family friendly policies, Employee-only benefits guide | The Alan Turing Institute

The Alan Turing Institute is based at the British Library, in the heart of London's Knowledge Quarter. We offer a flexible, hybrid approach to working, recognising the benefits of both remote working and in-person collaboration. Office attendance expectations may vary depending on the role, team and organisational needs, and may evolve over time. The hiring team will be happy to discuss the current arrangements during the interview process.

EQUALITY, DIVERSITY AND INCLUSION

The Alan Turing Institute is committed to creating an environment where diversity is valued and everyone is treated fairly. We value diversity of background, experience, and perspective, and are proud to be an inclusive employer. We warmly encourage applications from all backgrounds, particularly from groups currently under-represented in our sector. If you feel passionate about this role but don't meet every single requirement, please apply — we recognise that great candidates may bring strengths beyond the criteria listed.

We are committed to making sure our recruitment process is accessible and inclusive. This includes making reasonable adjustments for candidates who have a disability or long-term condition. Please contact us at recruitment@turing.ac.uk to find out how we can assist you.

Please note all offers of employment are subject to obtaining and retaining the right to work in the UK and satisfactory pre-employment security screening which includes a DBS Check.

Full details on the pre-employment screening process can be requested from HR@turing.ac.uk***.***

The Alan Turing Institute

OUR VALUES

The Alan Turing Institute is committed to equality diversity and inclusion and to eliminating discrimination. All employees are expected to embrace, follow and promote our EDI Principles and Our Values.

