

China Exchange seeks a Programme and Partnerships Manager (Maternity Cover)

China Exchange in the heart of Chinatown gives visitors more reasons to come to the area than dim sums and fried noodles. China Exchange is anchored by its Prudential Series of conversations with exceptional people who have led extraordinary lives, and the Pure Land Series that promotes social, spiritual and emotional well-being.

China Exchange, a UK registered charity, also provides an extensive programme of talks, music, exhibitions, performances, workshops and demonstrations with global contexts, and often inspires greater curiosity and understanding of China's impact on the world.

With free events every month and the majority of tickets under £12, over 12,000 people have visited since China Exchange opened during 2015's year of the Goat.

We are seeking a dynamic person to join our small and hardworking team while our Programme and Partnerships Manager is on maternity leave.

You can find out more about our work here: <http://www.chinaexchange.uk>

Job Summary

Job Title: Programme and Partnerships Manager (maternity cover – one-year contract)

Salary: £28,000-£34,000 based on experience

Responsible to: CEO

Hours: 40 hours per week / as necessary to fulfil the duties of the post including duty managing events each week, which will involve evening, weekend and Bank Holiday work. TOIL is available.

Deadline: Friday 28 January

Interviews: Wednesday 1 and Thursday 2 February

Start date: Monday 27 March

Contract: Maternity cover

Holiday: 28 days including bank holidays

Notice period: Two months

ABOUT THE ROLE

Main Objectives:

- Extensive event production across the China Exchange programmes
- Promoting specific events to increase ticket sales and audience numbers to meet targets
- Delivering projects and activities in collaboration with China Exchange colleagues and partner organisations that fulfil our purpose

China Exchange Programme

- Ensuring that all events at China Exchange are run to an exacting standard
- Coordinating teams of full- and part-time staff and volunteers to service events effectively
- Delivering programme activities that reflect China Exchange's purpose and that will build the organisation's reputation
- Analysing and reporting on audience data

Marketing and Promotion

- Managing the production of the China Exchange newsletters, flyers, print and design materials and other marketing collateral
- Ensuring the China Exchange website is accurate and up to date
- Developing and managing partnerships that promote and build China Exchange's profile

All members of the China Exchange team contribute to the venue hire aims of the organisation in order to secure the charity's financial stability.

Person Specification Essential Skills

- Experience of event management and production with strong attention to detail
- Skilled in managing direct reports, junior colleagues and volunteers
- Strong project management skills and experience
- Experience of marketing and audience development - and digital marketing in particular
- Excellent communication skills and very strong writing skills
- Commercially minded and pragmatic with a proven ability to meet income targets
- Proactive with a positive attitude
- Able to develop ideas from start to finish
- Calm under pressure and resilient when things are not going to plan
- Proven ability to forge and maintain strong relationships with a wide range of organisations and individuals
- Excellent customer care skills
- Good time-management skills and ability to multi-task

- Computer literate (Windows, Microsoft Word and Excel)
- Eligible to work in the UK

Desirable Skills

- Experience of analysing data from Mailchimp, Ticket Tailor and WordPress to inform decisions
- Editorial skills demonstrable through social media channels or blog posts
- Mandarin and/or Cantonese language skills

If you would like to speak about the role with the team member who will be going on maternity leave, please call 020 77 34 1931 and ask for Salema.

To apply, please send a CV and covering letter to Debbie Gerrard, d.gerrard@chinaexchange.uk