COMMUNITY AND EVENT MANAGER
JOB DESCRIPTION

Hours: 5 days per week, 10.00 - 18.00 UK, full time
Location: Remote working **from UK only, London preferred**
Seniority: Must have had at least one previous full time role
Requirements: background in law, or policy with either or both of experience in interacting with UK policy makers or deep understanding of and engagement with open tech

Reporting to and working closely with our CEO you'll also build relationships with contributors and leaders in open tech based in the UK and internationally through our volunteers and third party organisations. As the UK convenor of the open tech community, OpenUK shapes and advocate for open tech - being open source software, hardware, data, standards and AI in digital policies, in the UK and internationally. Convening the UK community and international communities in the UK is critical to our success and this role supports that work.

This role will manage all aspects of event organisation across all of our events working with the team.

Events of all sizes including the following:
- annual State of Open Con, tech conference in London with up to 1000 delegates and over 200 speakers, which in 2026 is taking a new format going on the road for smaller events in cities including Cambridge, Edinburgh, Belfast and Bristol, returning to London in February 2027 for a two day conference
- meet-ups in London on a regular cadence and across the UK
- small group roundtable dinners and lunches with leaders and influencers
- Parliamentary engagement including roundtables hosted by Lords and MPs
- Other occasional and international events such as Impact Summit in Delhi

Recognition program:
- Case studies, an annual honours list and the Oscars of Open Source, its annual awards, with ceremonies having taken place in the Houses of Lords and Commons, with circa 120 attendees at a (free to join) black tie dinner. Now in its 7th year, we have already recognised over 500 UK-based leaders in open tech and will host our Awards in November at the House of Commons.

This is a great opportunity to evolve in a world-class organisation at the cutting edge of the digital future, organising our events and building community.

Candidate Profile
- **Minimum of 3 years continuous and full-time relevant experience.** Whilst candidates with more extensive experience may apply the salary level is commensurate with 3-5 years UK experience only.

- Proven **track record in event orgaanisation, management and delivery**
- **Understanding of global open tech event formats and their nuances**
- Proven **track record in community engagement, building and maintenance**
- Established **relationships with open tech communities**
- **English language** - both written and spoken with top drawer writing skills a must and the ability to write short, snappy and engaging social type content relevant to open tech
- **Public speaking** experience - must be at least competent and confident
- Ability to **network and build relationships on individual and organisational level**
- Ability to roll your sleeves up and **get on with things** in a confident manner whilst being able to and **knowing when to ask** for support or clarification, in a fast paced environment
- You are able to **multi-task and manage multiple competing priorities and** to **work seamlessly with a diverse group of people, working on planned and reactive initiatives**
- **Exceptional organisation skills** and ability to manage up and sideways
- **Excellence in all relevant digital tools** used by organisation and open tech required
- **Sense of humour** essential

Community Skills:

All aspects of community engagement, building and maintenance including:

- Relationship building and engagement across all communities with which we engagement Individuals, Open tech organisations, enterprise, Policymakers, NGOs and other organisations.
- Meeting organisation, management, minute provision etc
- Recognition program management and growth
- Written engagement from direct newsletters to social media

Event Skills:

All aspects of event organisation, management and associated docs for events of all sizes including:

- Skilled user of digital tools for event management including sessionize, sched, luma
- Data management and reporting
- Speaker, sponsor and partner management and engagement
- Writing social content to foster engagement
- Attending meetings and delegating for CEO
- Speaking at events and meeting
- Internal metric management
- UK and possible international travel

Application:

Send two page CV, one page cover letter and two relevant references to admin@openuk.uk
Successful candidates will be notified of next stage