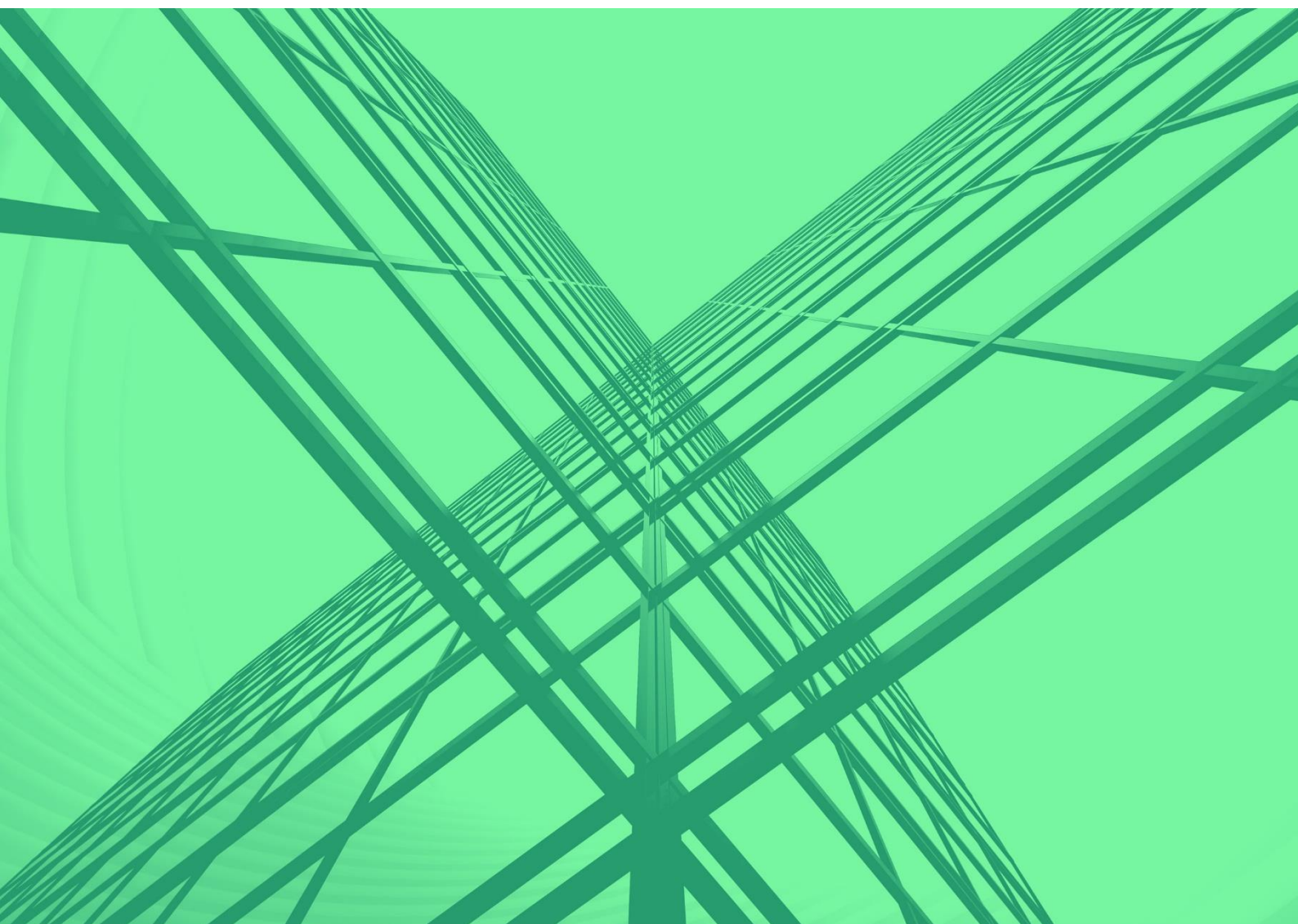


Content Producer

CANDIDATE PACK

Part Time

21 hours per week



The Learning & Development Team

Our Learning & Development team are a team of 15 that report into the Head of Learning & Development.



This is an exciting opportunity for an experienced Content Producer to join our friendly Training and Events team in a new and influential role.

As the Content Producer you will develop technical programmes that meet the continuing professional development (CPD) needs of structural engineers and other built environment professionals.

Through detailed research with industry experts, including technical committees and special interest groups, you will identify key topics and approach industry-leading speakers and trainers to develop commercial CPD courses, conferences and webinars which address key structural engineering challenges, deliver practical and actionable training, and contribute to the Institution's revenue generation strategy.

This is an interesting, research led role perfect for someone self-motivated with good communication, organisation skills and has a passion for learning. The post-holder needs to have the conceptual ability to shape information into cohesive commercial technical programmes with clear learning objectives.

Why work for the Institution?

Working for the Institution of Structural Engineers is an opportunity to learn, develop and make a difference.

Join our team of approximately 74 employees and help support our vision to lead, support and nurture the development of structural engineering worldwide.

Our head office is only a short walk from Barbican, Old Street and Farringdon. It's bright, modern and open plan, supporting a collaborative environment.

We pride ourselves on the flexibility we can provide to our staff and offer a wide variety of benefits to enhance your work life balance and wellbeing as detailed later in this pack.

To thrive with us, bring:

- An open-minded and flexible approach. Enhance our diverse and inclusive team.
- A creative attitude to work. Help us strengthen and improve in a workplace where you are encouraged to innovate and share new ideas.
- Enthusiasm and commitment. Provide our members with the best service possible to maintain our worldwide respected status.
- A friendly and communicative approach. Fit into our small organisation where staff know each other well and strive to work collaboratively.
- The ambition to take on new challenges. We always look to the future to embrace change, so we continue to evolve.

For more information, please read on :

Full job description and person specification pages 4-7

Salary and package details page 8

How to apply page 9

More about us :

Our organisation, governance and values page 10-11

Organisational Structure page 12

1. Job details

Job title:	Content Producer (Professional Development)– Part Time – 21 hours
Reports to:	Head of Professional Development & Events
Date:	October 2024
Location:	The Institution’s HQ, London or elsewhere as reasonably required.

2. Job purpose

To design and develop technical and topical commercial CPD conference programmes, webinars and events that engage structural engineers and other built environment professionals.

To develop a portfolio of technical CPD training, designed to boost the skills of engineers and deliver real value to their organisations and employers.

To work closely with internal and external stakeholders to develop high quality commercial content for use in programmes, ensure that the programme delivers against set objectives, KPIs and revenue targets.

3. Role and responsibilities

1. Design and develop topical technical programmes for commercial conferences, webinars and courses by agreed deadlines.
2. Work closely with internal and external subject matter experts to agree learning objectives and develop commercial programmes that meet those learning objectives.
3. Establish the feasibility of proposed events and products against agreed objectives, KPIs and commercial targets.
4. Establish a research-led horizon scanning pipeline, undertake detailed research with industry experts and technical committees to confirm topics and programmes.
5. Write accurate and benefit-led copy for marketing collateral and work closely with the Marketing and Communications team to ensure effective marketing across multiple channels to achieve delegate targets.
6. Review the Institution’s existing CPD training programme and establish an evaluation process to maintain technical quality and recommend updates.

7. Identify new topics and undertake viability studies to expand current commercial training offering.

4. General responsibilities

1. Support the Head of Professional Development & Events in achieving departmental objectives.
2. Build positive working relationships across Institution departments and externally.
3. Attend and proactively input into Directorate meetings and other team meetings as required.
4. Make suggestions for improving processes and systems which ensure the high quality of the Institutions professional development and events programme
5. Act in accordance with Data Protection laws and pro-actively focus on the quality of data in their own department
6. Comply with all Institution Policy and Procedures.
7. Any other reasonable ad hoc duties as required.

5. Communications and working relationships

1. Professional Development & Events team
2. Panel and committee members, task groups and Regional Group representatives
3. All members of the Institution and subject matter experts across the built environment
4. All employees of the Institution
5. Industry partners and external bodies

6. Knowledge, skills and experience required

Criteria	Essential/Desirable
<u>Qualifications and Knowledge</u>	
A good standard of education at Level 3, A-Levels or vocational equivalent that may be in learning or a content creation subject matter	E
Relevant level 6 qualifications, degree or vocational equivalent	D

Criteria	Essential/Desirable
Knowledge of how to create learning content that meets learning objectives	E
Knowledge of engineering/STEM content creation	D
A knowledge and understanding of GDPR and Data Protection and its application	E
Skills	
Strong research skills, with the ability to conduct in-depth research interviews over the telephone, or through face-to-face/virtual meetings and ask perceptive questions	E
Good interpersonal skills and experience of liaising with committees and managing stakeholders of all levels both within and outside the organisation	E
Excellent planning and organisation skills, able to work on multiple projects simultaneously and meet constant deadlines	E
Conceptual ability to shape content on diverse and highly technical topics into cohesive programmes	E
Excellent written and oral communication skills with the ability to communicate to a professional and technical audience of all levels	E
Excellent interpersonal skills to be client focused with a professional approach to work, colleagues, and the ability to engage and influence stakeholders	E
Attention to detail, accuracy, and ability to check detailed information, able to critique own work	E
Flexible, resourceful, and able to work in a small team, confident and collaborative to work with highly qualified technical professionals and other departments	E
Sound judgement and problem-solving skills with the capacity to work autonomously and prioritise effectively	E
IT Skills:	
Microsoft office suite and PowerPoint to Intermediate standard.	E
Experience	
Developing commercial content for face-to-face or digital delivery e.g., webinars, conferences and courses	E
Experience of working in a training or conference production function	E
Experience working in a membership or not for profit organisation	D
Experience of producing technical event programmes in a technical / STEM area.	E

Criteria	Essential/Desirable
Experience of contributing actively to the marketing campaign for event programmes and identifying target audiences	D
Experience in the analysis of existing courses to ensure continuous quality assurance and recommending any relevant updates	E
Proven record of delivering commercial programmes for events/products that meet financial targets and KPIs.	E
Developing multiple projects and a mixed portfolio of events simultaneously to agreed deadlines	E
Other	
Understanding of the professional membership sector	E
Has an interest in and knowledge of the Institution and the role the organisation plays.	E

This job description does not form part of the contract of employment and may be subject to change.

Salary and package details

Salary: £40,000 per annum FTE subject to experience
(pro rata for part time hours)

Contract: Full time – 35 hours a week within a flexi-time system

Benefits: The Institution offers a range of non-contractual discretionary benefits including:

Benefits on commencement:

- Life Insurance (death in service benefit)
- Eye care and glasses- eye tests paid for and contribution towards any glasses specific for DSE use
- Access to some parts of the employee assistance programme
- Pension- can join the pension scheme from any date after commencement in Tier 1 (employer 6%, employee 3% minimum contributions)
- 25 days paid annual leave (increasing with service to 28 days) plus bank holidays and flexi leave
- Flu vaccination voucher

Benefits from three months:

- Pension- automatic enrolment in Tier one: employer 6%, employee 3% minimum contributions
- Pension- you can request to join Tier two: employer 9%, employee 5% minimum contributions
- Full pay sickness absence up to 65 days in a 12-month rolling period
- Income protection insurance: you may be eligible for this support if you are absent due to sickness for a continuous period of 13 weeks or more, subject to acceptance of the claim
- Full access to our employee assistance programme which includes a discounts and savings platform and access to additional health services (e.g. counselling, physio, 24 hour online GP, nutritionist and personal training sessions) via an app-based service

On successful completion of a 6-month probation period, you will be eligible to the following optional benefits:

- Private medical insurance (PMI) currently provided by AXA (voluntary and subject to tax and NI)
- Health cash plan, currently provided by BUPA (voluntary and subject to tax and NI)
- Reimbursement of an agreed and appropriate Membership subscription
- Season ticket loan (non-taxable)
- Cycle to Work Scheme
- Paid maternity, paternity, adoption and carers leave at rates of pay higher than statute, subject to service requirements as per the current policies

How to apply: the recruitment process

Please submit an up-to-date CV and cover letter demonstrating how you meet the knowledge, skills and experience required for the role as described in the job description. The cover letter should be no more than 500 words.

To apply please see our [website](#).

On receipt, your application will be sifted by the recruitment panel and assessed against the criteria for the role. All successfully shortlisted candidates will be contacted by telephone and invited for interview. We reserve the right to close or extend this position depending on application numbers. Therefore, we would urge candidates to apply as soon as possible.

If you have not heard from the Institution within two weeks of your application, it is with regret that you have been unsuccessful on this occasion. Due to the volume of applications we receive we cannot write to all applicants.

Applicants must possess a current right to work in the UK.

The Institution does not hold a visa sponsor licence, therefore, applicants who do not have the right to work in the UK and/or require visa sponsorship in order to continue working in the UK cannot be considered.

The selection process will consist of a job-related assessment followed by a virtual interview with the manager for this post Louise Tingley, Head of Professional Development & Events and Lakeisha Wayland, Resourcing Advisor. The interview will comprise of competency questions designed to test your skills and experience required for this role. It also gives you the opportunity to ask any questions you may have about the role, the team or the Institution. The second stage of the selection process will be a face-to-face interview with Louise Tingley, Head of Professional Development & Events and Sunita Dhawan, Head of Learning & Development.

We want to support you. If you require any reasonable adjustments during our recruitment process, this could be for the application, assessment and/ or interview, please let us know as soon as possible so that adequate provisions can be made for you.

The Institution of Structural Engineers

With over 32,000 members working in 105 countries, we are the world's largest membership organisation dedicated to the art and science of structural engineering.

The Institution is an internationally recognised source of expertise and information concerning all issues that involve structural engineering and public safety within the built environment.

The core work of the Institution is to support and protect the profession by upholding professional standards and acting as an international voice on behalf of structural engineers.

Governance

The Institution of Structural Engineers is governed under its Royal Charter, bye-laws and the applicable regulations.

The Institution Council consists of the President, Vice-Presidents, past Presidents, representatives of regional groups and members who are elected for a period of three years. The Institution is supported by an executive of 74 staff. The Board is the governing body of the Institution. Its members are the Institution's Trustees.

Our values

We strive towards a structural engineering profession that is built on competence, accessibility, and community.

Competence

Championing competence is at the core of everything we do.

We offer a wide range of opportunities for our members to develop, refresh and extend personal competencies. We also help members specialise by offering tailored courses, resources and specialist qualifications.

Accessibility and diversity

We are committed to making the structural engineering profession more accessible. We are constantly reviewing our routes to membership to provide flexibility in the process, offering more choice for all our candidates.

We value diversity and the perspectives people from different backgrounds bring to the engineering profession. We work with other professional bodies and our members to identify and remove barriers to anyone becoming a structural engineer.

Community

We work to create an international community of structural engineering excellence, facilitated by our digital platforms, Regional Group activity and networks of special interest.

For more detailed information about the Institution please visit our [website](#).

Our Work

Climate Change

The climate emergency is the greatest threat to our planet. Structural engineers have a responsibility to help mitigate its effects by changing the way buildings and infrastructure are designed, commissioned and constructed. The Institution, our [Climate Emergency Task Group](#) and [Sustainability Panel](#), supports these vital efforts through its role as an international centre of knowledge, sharing information and opinion with its membership and beyond.

Resilience

The Institution support the efforts to build [resilient](#) communities- taking measures to avoid, reduce, resist and aid recovery from extreme events including Tsunamis, flooding, explosions and seismic events. Our [Humanitarian and International Development Panel](#) as well as our [Seismic and Dynamic Events Panel](#) includes experts from regions around the world. They help structural engineers confront the challenges faced by the poorest and most vulnerable people and progress activities to support the development and understanding of seismic and resilient design.

Safer Structures

Structural engineers consider the safety of structures from design and construction through to operation and demolition, in accordance with local legislation. The [Institution of Structural Engineers](#) along with [CROSS](#) investigates failures and near misses (including [Grenfell](#)) in order to share knowledge and insight to Structural Engineers to avoid any potential or future disasters.

Young Members

IStructE is committed to ensuring the profession of Structural Engineering is accessible to everyone. We offer tailored visits, events and networking opportunities to our [young members](#) to help them get support at a crucial time in their career. Our values extend to our work in [education](#) that encourages young people from diverse backgrounds to choose and access structural engineering careers.

Support

Our [Benevolent Fund](#) offers support to current and former IStructE members and their dependants going through tough times who may need financial support. Partnered with Anxiety UK, our members will also be able to quickly access therapeutic support if needed and have access to a range of learning materials to support managers and their staff on mental health awareness.

Organisational Structure

