



School of
International
Futures

JOB DESCRIPTION

Event Co-ordinator and Administrator

1. About the Role

Remote working with flexible hours | 2-3 days per week | £185/day | Initial 12-month contract with rolling extension.

This role is for someone who enjoys making events happen. You'll enjoy working with people as well as the logistics and moving parts that make any event a success.

At SOIF, we run a range of events throughout the year, from our flagship 5-day foresight retreat to online and in-person training, and events for client projects that we design as learning journeys. As part of SOIF's Advisory and Services team, you'll coordinate events across a portfolio of projects. You'll work closely with SOIF's project teams across a varied delivery footprint – from an intimate European retreat to a multi-country foresight programme spanning the UK, Kenya, and South Africa.

It's an opportunity to help the team deliver impact for individuals, organisations, and communities – managing the many moving parts from design, through delivery, to impact capture and evaluation.

Much of this role is about the people, not just the plan. You'll get to know the SOIF team, our clients and partners, and participants, and be the steady point of contact stakeholders turn to when something needs sorting.

You'll handle the full range of event delivery: venue sourcing, travel and visas, on-the-ground support, learning, engagement and the many smaller details that make an event run well.

To thrive here, you should be comfortable connecting dots across multiple projects, cultures, and time zones, and enjoy the challenge that comes with ambiguity. We're looking for someone naturally collaborative and generous with their expertise, who brings the same care to faculty as to funders. In return, you'll help SOIF deepen its global impact and strengthen long-term thinking across the places it's needed most.

2. About the School of International Futures (SOIF)

SOIF is a global non-profit collective helping people transform the present through structured thinking about the future.

Our vision is an equitable and sustainable world for current and next generations. We work with citizens, organisations, and leaders to strengthen long-term thinking, navigate uncertainty, and create positive change.

We are values-led, international, and largely distributed – our team spans multiple time zones, and we offer flexible contracts, job shares, and working arrangements that let people balance SOIF with other commitments. We are committed to building a diverse and inclusive organisation and welcome applicants from all backgrounds, countries, and sectors.

3. Key Deliverables

The role's core deliverables are grouped under the themes below. These describe the primary outcomes expected during the contract period.

Event Planning & Logistics	• Provide administration and coordination support for SOIF events, including event delivery, marketing, and coordination. This includes our annual foresight retreat. • Support projects for global clients, typically philanthropic and third sector organisations, or government teams venue management, participant travel, and logistics, while liaising with venues and managing guest speaker needs (including visas and transport). • Create a personal and supportive environment for participants and others involved in events.
Event Delivery & Support	• Provide on-the-ground/online support for events, ensuring smooth technical setup, and facilitating participant experience. This is likely to include events in the UK, Europe, Kenya and South Africa in the first 12 months. • Coordinate the operational delivery of SOIF's online courses (e.g. the NGFP Introduction to Futures & Foresight Course and executive leadership offers), including participant support, speaker scheduling, and platform content upkeep. • Work with delivery teams to ensure events are set up and run well. • Support facilitators to deliver effective learning journeys, onboard participants, and managing communications via the online learning platform.
Programme Coordination	• Supporting the build-out of the broader training and events programme, including planned development of a new executive leadership course, project-based learning for an international government, as well as events to build foresight and futures literacy in young people, and intergenerational exchanges. camp. • Assist with administrative tasks, project reporting, and ensuring project documentation is accurate and up to date. Identify opportunities to improve administrative processes, drive knowledge sharing, and contribute to the evolution of project frameworks.
Stakeholder &	• Manage day-to-day communications with faculty,



Faculty Liaison

- participants, and project teams.
- Write outreach communications, coordinate schedules, and manage participant enquiries to provide an excellent experience.

4. Experience, Skills and Attributes

Essential experience and skills

- Demonstrable experience in event planning and logistics
- Strong organisational skills for managing complex travel, venue arrangements, and participant registration
- A confident and clear communicator, able to support faculty and participants
- Proactive about improving how we work, using both people and technology to make things run better
- Comfortable supporting participants from a wide range of backgrounds, experience and learning requirements.
- Experience in managing event budgets and venue relationships
- Ability to provide on-the-ground event support (which may involve overseas travel)

5. Growth & Development

At SOIF, we encourage everyone to continue developing their craft, contribution, and influence through the opportunities available in their role. While growth is not a contractual requirement or linked directly to contract renewal, team members are encouraged to use the SOIF Growth Map to identify opportunities to deepen their expertise, take on stretch opportunities, strengthen relationships, contribute across practices, and support organisational learning. Growth conversations form part of regular development and renewal discussions and are intended to be supportive and future-focused.

6. Our Values

At SOIF, our work is guided by a shared set of values that shape how we work with one another, our partners, and the communities we serve.

In our work with partners and clients, we are guided by:

- **Commitment to social justice** – working towards a more equitable and sustainable world for current and future generations.

- **Respect for complexity** – recognising that meaningful change requires curiosity, systems thinking, and openness to different perspectives.
- **Empowerment through participation** – creating space for people and communities to shape the futures that affect them.

Within our team, we value:

- **Collaboration** – working generously across practices, projects, and geographies.
- **Communication** – sharing openly, listening well, and keeping one another informed.
- **Transparency and trust** – building strong relationships through honesty, accountability, and integrity.
- **Quality and proportionality** – delivering work that is thoughtful, high-quality, and appropriate to the context and need.

We also encourage the thoughtful use of emerging technologies, including AI, to improve productivity and impact, while always applying professional judgement, protecting confidentiality, and recognising that these tools complement rather than replace human expertise.

7. Expectations

All SOIF team are expected to:

- **Deliver high-quality work** and take ownership of agreed outcomes and commitments.
- **Build positive relationships** and collaborate effectively with colleagues, partners, clients, and networks.
- **Communicate proactively**, sharing information clearly and raising issues, risks, and opportunities early.
- **Learn, adapt, and contribute**, supporting knowledge sharing, reflection, and continuous improvement across the organisation.
- **Work flexibly across projects, practices, and emerging priorities**, contributing where your skills and experience add the greatest value.

8. Ways of working

SOIF is a distributed, international organisation, and we place a high value on trust, flexibility, and ownership. We care more about outcomes than where or when work happens, and we rely on people to communicate proactively, manage their commitments, and work collaboratively across teams, projects, cultures, and time zones.

Many of our roles evolve as opportunities, funding, and priorities change. As a result, people who thrive at SOIF are often comfortable with ambiguity, curious about new ideas, and willing to step into emerging opportunities. We value people who can connect dots, build relationships, and work across different communities, practices, and perspectives to help move our mission forward.



Above all, we look for colleagues who are collaborative, generous, and committed to creating a positive impact. We believe the best work happens when people support one another, share learning openly, and contribute in ways that are sustainable for themselves, their teammates, and the wider organisation.

9. Diversity, Equity and Inclusion

SOIF is committed to building a diverse, inclusive, and equitable organisation that reflects the communities and futures we seek to support. We welcome applications from people of all backgrounds, identities, experiences, and perspectives; diverse teams make better decisions, ask better questions, and create more meaningful impact.

All qualified applicants will be considered without regard to race, ethnicity, nationality, religion, disability, gender identity or expression, sexual orientation, age, veteran status, or other protected characteristics. We are committed to making our recruitment and working practices as inclusive and accessible as possible.

10. Application Process

To apply, please submit your CV *and cover letter considering the following questions*, via soif.org.uk/jobs.

1. **Logistics & Problem Solving:** Can you describe a complex event or training programme you have managed from end-to-end? What were the biggest logistical or scheduling challenges you faced, and how did you resolve them to ensure a successful outcome?
2. **Managing Ambiguity & Priorities:** This role often involves juggling multiple projects in a fast-paced, distributed environment. Can you share an example of a time when you had to adapt quickly to changing priorities or manage a project with significant ambiguity? How did you ensure quality remained high?
3. **Stakeholder & Faculty Liaison:** Effective communication is critical for our team. Tell us about a time you had to coordinate requirements between diverse stakeholders, such as faculty, participants, or clients. How did you ensure expectations were clear and that everyone felt supported throughout the process?
4. **Values & Collaboration:** "SOIF works with citizens and leaders to strengthen long-term thinking and navigate uncertainty." Beyond the operational aspects of event management, what attracts you specifically to SOIF's mission, and how do you envision your administrative support contributing to our long-term impact?

Use of AI in Applications

We welcome the thoughtful use of AI tools as part of the application process. However, we are interested in your thinking, judgment, experience, and communication style.

Applications that rely heavily on generic or unedited AI-generated content may not demonstrate suitability for the role as effectively as authentic, reflective responses.

*The closing date for this role is **Sunday, 2nd August** at midnight BST (although we will not have any team members on hand after 5 pm on Friday, 31st July, just in case you have any technical issues or questions).*

We expect interviews to commence on 17th August 2026.

If you have any questions about the role, please get in touch with us at recruitment@soif.org.uk