

Job Description

Job Title:	Programmes Organiser
Reporting to:	Managing Director
Place of Work:	AoU Office, London EC1 with occasional remote working, as well as a requirement to be away overnight for specific AoU events across the UK and Europe.
Salary range:	£28-33k (depending on experience)
Start:	Early September 2026

Overview of the role

To assist in the running of The Academy of Urbanism's (AoU) activities, with a specific emphasis on the programme of activities, events and comms.

Key responsibilities

- Organise, coordinate and deliver in-person and online events and activities with post-event reporting
- Create comms and maintain AoU website
- Liaise with other team members and assist in general running of the organisation

Core tasks

- Actively and creatively plan and organise the Academy's events and activities in the UK, Ireland, Europe and further afield
- Coordinate the sourcing of venues and necessary contractors, production of delegate packs and papers, organising AV and other equipment hire
- Produce relevant publicity and promotional material, including social media posts, newsletters and sponsorship materials
- Assist in the development of the membership network

Other Tasks

- General administrative support
- Cover the telephone and deal with enquiries where possible
- Cover the Academy's various email addresses and deal with the queries
- Support event administration including website and other media maintenance and development

Essential

- Experience in working in event organisation
- Ability to meet deadlines, write well and communicate clearly
- Conscientious, organised and resourceful with a can-do attitude and able to deal with a range of people
- Willing to undertake some travel and to stay away for a few days at a time with prior notice
- Able to work within a small team and set up
- An interest in urbanism and what makes towns and cities great

Desirable

- Ability to present
- Design skills for graphics and other visuals.

How to Apply

Send your CV and cover letter to csmallwood@theaou.org .

Deadline for applications is 10 August. We encourage early submission as we review applications on a rolling basis and may close this posting or fill the position ahead of the listed deadline.