

INTERN, 2019 CONFERENCE



KEY FACTS

Application closing date:	Sunday 17 March 2019
Start date:	Monday 8 April 2019
End date:	Wednesday 10 July 2019
Reports to:	Head of Operations
Contract:	Fixed-term UK employment contract
Hours:	Variable (15 hours / week to 7 June, 37.5 hours / week 10 June to 10 July)
Compensation:	£22,000 pro rata
Location:	Flexible, home-based (but will need to be in UK between 1 July and 10 July)
Other requirements:	Right to work in the UK, ability to work from home

ORGANISATION

The Tax Justice Network is an independent international network, launched in 2003. It is dedicated to high-level research, analysis and advocacy in the area of international tax and financial regulation, including the role of tax havens. We map, analyse and explain the harmful impacts of tax evasion, tax avoidance and tax competition, and support the engagement of citizens, civil society organisations and policymakers with the aim of a more just tax system. We pursue systemic changes that address the international inequality in the distribution of taxing rights between countries; the national inequalities – including gender inequalities – that arise from poor tax policies; and the national and international obstacles to progressive national tax policies and effective financial regulation. The Tax Justice Network is supported by grants from Norad, the European Union, the Ford Foundation, the Adessium Foundation and others. We are a virtual organisation, with staff working from home across multiple countries and continents.

ROLE DESCRIPTION

The Tax Justice Network's annual research conference in 2019 is taking place at City University, London on 2 and 3 July. The theme of the conference is 'professional enablers of tax abuse and crime: the role of banks, law firms and accountants'. The conference is expected to attract around 150 delegates from all over the world (and more watching online, as well as some presenting remotely). The programme (to be published in March) will include up to 20 plenary and parallel sessions, in which about 55 papers on a range of topics related to the theme will be presented and discussed. We will also produce a conference booklet in advance that will contain summaries of all of the papers and brief commentaries by the moderators of each session.

We are looking for a dynamic, diligent and collaborative intern to help the small team at the Tax Justice Network (the Head of Operations, Researcher, Finance Manager and Communications Co-ordinator) who are organising the 2019 conference during the run-up to the event, during the conference itself and immediately afterwards. The main deliverable will be the production of the conference booklet, but the intern will also be expected to act as the main point of contact for delegates and speakers during the pre-conference period, to assist the team with a range of other issues during this phase, and to help to deal with a wide range of issues and requests during the conference itself.

We are looking for someone who is able to work independently to the highest standards, demonstrating exceptional attention to detail while prioritising and completing tasks to strict deadlines. In the pre-

conference period, the work can be done from anywhere, but during the conference itself the intern will need to be based in London (we can cover travel and accommodation expenses if needed).

We especially welcome applications from members of minority groups.

KEY RESPONSIBILITIES

- Co-ordinating and chasing the submission of conference papers and executive summaries by speakers
- Working with the team to finalise text for the conference booklet, based on these executive summaries
- Commissioning and chasing the submission of commentaries from session moderators for the booklet
- Managing the design and production of the booklet in collaboration with colleagues and suppliers
- Dealing with enquiries from delegates and managing the registration website and back-end database
- Helping the TJN conference team as needed, for example setting up livestreaming and booking travel
- Chasing speakers for biographies and photos and producing an online conference programme
- Working with speakers who are presenting remotely to help them to pre-record their talks as required
- Helping with social media and other communications activities before and during the conference
- Acting as point of contact for delegates and helping the team as needed during the conference itself
- Managing immediate post-conference issues such as feedback surveys
- Taking part in pre-conference virtual meetings with the TJN conference planning team

PERSON SPECIFICATION

Skills and experience

- Experience of organising events (large or small)
- Experience of commissioning, editing or writing publications (preferably on technical issues)
- Outstanding written and verbal communication skills in English (other languages a bonus)
- Strong IT skills, including Microsoft Office, cloud-based software and social media

Attributes

- Outstanding interpersonal skills and the ability to build strong working relationships with a remote team
- Strong sense of teamwork and collaboration, with a positive and proactive approach to tasks
- Ability to apply good judgment consistently and make responsible decisions, including in managing risk
- Excellent time management, forward planning and prioritisation
- Ability to deliver work of the highest standards under pressure and to ensure that deadlines are met
- Responsive and sensitive to the needs of delegates and speakers
- Professional, welcoming and friendly attitude and demeanour
- Commitment to own professional development
- Passion for tax justice and international development issues

HOW TO APPLY

Please upload a CV (resume) and answer a series of questions (addressing the skills listed in the person specification as well as your motivation for applying for this role) at <https://airtable.com/shry4TfjaDFAsiY64> by 23.59 GMT on Sunday 17 March.