



Job Specification: Speaker Acquisition and Government Communications Relations Manager

Location: Remote

Job Type: Full-time

Reports To: Company Founder

Salary: Competitive, based on experience

Role Overview:

We are seeking a dynamic and proactive **Speaker Acquisition and Government Communications Relations Manager** to play a key role in our conference programmes. This position combines speaker recruitment, government relations, and digital content creation, with a focus on fostering strong communication channels with government departments, government communications service and Number 10.

The ideal candidate will be responsible for sourcing, acquiring, and recruiting appropriate government department speakers for conferences across various tech verticals, while also building and nurturing relationships with government communications teams. This role involves ensuring government departments are aware of conference opportunities and facilitating the delivery of relevant digital content, such as editorials, interviews, and Q&As, that showcase their ongoing digital transformation initiatives.

Key Responsibilities:

Speaker Acquisition:

- Create working relationships with Government Communications leaders to determine opportunities, challenges and processes that will enable better coordination and inclusion of speakers in government departments.
- Identify and recruit appropriate speakers from government departments for conference programmes focused on various tech verticals.
- Select speakers who align with panel topics, ensuring the content is relevant, informative, and valuable to our audience.
- Strive to maintain a high level of ethnic and gender diversity in the speaker pool across each conference to reflect inclusivity and diverse perspectives.
- Collaborate with the conference programme team to ensure timely and seamless speaker confirmations and logistics.

Government Communications Relationship Manager:

- Establish and maintain strong, collaborative relationships with communications teams across all government departments, Government Communications Service and Number 10.
- Promote our conference programmes and speaker opportunities, ensuring that government teams are aware of platforms where they can engage.
- Act as a liaison between government communications teams and our conference team to facilitate the smooth integration of speakers and relevant content.
- Work closely with comms teams to identify key digital transformation projects within government departments that they would like to promote to a broader audience.
- Coordinate the creation and delivery of digital content, including editorial pieces, Q&As, interviews, and other forms of storytelling that highlight government projects.

Requirements:

- **Broad Understanding of Government Communication Practices and Policies:** Knowledge of how government departments communicate, engage with stakeholders, and share public-facing content.
- **Strong Communication Skills:** Excellent verbal and written communication abilities with a keen attention to detail and the ability to articulate complex ideas clearly.
- **Relationship Management:** Proven ability to build and maintain long-term relationships with external stakeholders, particularly in government communications.
- **Experience in Speaker Acquisition:** Prior experience in recruiting or liaising with speakers, ideally from the public sector, for conferences or similar events.
- **Work Independently:** Ability to work autonomously in a remote environment, while collaborating effectively with a small, dynamic team.
- **Diversity and Inclusion Focus:** A strong commitment to ensuring diverse representation in conference programming, including ethnic and gender diversity.
- **Digital Content Familiarity:** Comfortable working with editorial and digital content creation processes, and familiar with tools for content distribution and promotion. Working alongside the TDP editor to ensure that the increased editorial content is in line with content guidelines and covers appropriate topics.

Desired Skills:

- Familiarity with the tech verticals, digital transformation trends, and key issues within government and public sector initiatives.
- Previous experience in public sector communications, event management, or PR roles.
- Strong organisational and time-management skills with the ability to juggle multiple projects simultaneously.

Why Join Us:

- **Impact:** Play a key role in shaping the discourse around digital transformation in the public sector.
- **Collaboration:** Be part of a close-knit, high-performing team that values creativity, initiative, and diverse perspectives.
- **Flexibility:** Work remotely with the opportunity to manage your own schedule and work-life balance.
- **Diversity and Inclusion:** We are committed to creating an inclusive environment where everyone can thrive and make meaningful contributions.