



Programme Manager, Asia House

Asia House, a leading think tank and advisory service working on trade, investment and public policy with a focus on Asia and the Middle East, is looking for a Programme Manager.

The Programme Manager will lead the development and execution of the Asia House thought leadership programme, which reflects the dynamic nature of trade and policy relations between the UK, Europe and Asia, and the political and economic developments that matter to our Corporate Members and clients. Existing streams of programming include global trade and investment, government policy, technology, and sustainability, covered in public and private conferences, briefings and dialogue sessions

The Programme Manager will bring together those at the heart of decision making across government, politics, and business to provide unique insights and intelligence. The Programme Manager will need to identify the key decision-makers and power brokers in government and the private sector, and secure their involvement for engagement on the Asia House platform, through building up and leveraging existing contacts in government, diplomatic networks, and the private sector.

The post will offer opportunities to work closely with well-known multinational companies, institutions, and governments as part of an established and highly-respected thought leadership programme.

Key Responsibilities

- Research, plan, deliver and evaluate content for programmes, including briefings, roundtables and conferences, both in person and virtual, and a combination of the two
- Conduct research to identify and analyse key market developments and trends and create programmes reflecting the priorities of Asia House Corporate Members and clients
- Produce concise, well-written briefing notes for presenters and speakers
- Invite, confirm, and manage high quality, influential and relevant speakers, which should primarily comprise senior executives and influential policymakers
- Lead and line manage programme team in production of programmes, suggest and direct lines of discussion, ensuring key deadlines and targets are met, coordinating with other departments
- Maintain the Asia House standards of editorial independence and objectivity while ensuring the expectations of event sponsors, Asia House corporate members and clients are met through specific events and the Asia House programme as a whole

- Oversee Corporate Members' engagement in programmes and ensuring events are well-attended; continually building new high-calibre audiences through mechanisms such as partnerships, advertising/marketing, digital outreach and leveraging existing network of contacts
- Work closely with Asia House Advisory colleagues to ensure alignment between the content of events and publications and research produced by Asia House, contributing to written output as necessary
- Establish, maintain, and strengthen contacts in government, diplomatic networks and the private sector that can contribute to the development of programmes and audience build. This will include business engagement and supporting new business development

Skills and Experience Required

- Minimum five years professional experience at think tank, consultancy or similar organisation, or in journalism
- Effective communicator and relationship builder, experience of engaging with senior political and business figures
- In-depth experience and knowledge of political and market developments in Asia and a wide network of contacts
- Experience producing conferences and events desirable
- Excellent research and analysis skills
- Advanced level of written communication skills, with the ability to create professional and engaging agendas, copy and content
- Outstanding project management and coordination skills, including an ability to manage high workloads and meet deadlines
- An understanding of how to make use of audience data to enhance content production

Applicants should send a cover letter, CV and salary expectations to recruitment@asiahouse.co.uk by close of business on 21 December 2020