Head of Programming

Asia House is an independent think tank and advisory service. We work with companies and governments in Asia, the Middle East and Europe, facilitating high-level dialogue, providing business and market intelligence, and driving commercial outcomes.

The Asia House Programme team produces events ranging from private, off-the-record briefings to high-level roundtables and conferences. The programme of private briefings is the cornerstone of the Asia House offering, enabling high-level dialogue between political and business leaders in Asia, the Middle East and Europe.

The Head of Programming will lead the development and execution of the Asia House programme. He/she will bring together those at the heart of decision making across government, politics, and business to provide insights and market intelligence and engage in high-level dialogue. The Head of Programming will need to identify the key decision-makers and power brokers in government and the private sector and secure their involvement with Asia House.

This is a key content role. An understanding of issues which drive trade and investment, technology and sustainability, and the ability to convene key figures for frank and open discussion on these issues, is essential. Asia House has an extensive network in the political, diplomatic and business community built over the last 25+ years and is seen as a trusted partner and independent and objective platform.

The role 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 and deliver the Asia House thought leadership programmes, including private briefings, roundtables and conferences – in person, digitally and hybrid.

- Deliver high-level speakers and assemble senior audiences to enable relevant and meaningful dialogue.

- Identify and analyse key market developments and trends to create quality programmes reflecting the priorities of Asia House Corporate Members and clients.

- Produce concise, well-written briefing notes for presenters and speakers.
- Connect with influential and relevant speakers – primarily government ministers, policymakers and senior executives.

- Lead and line manage the Programme team ensuring key deadlines and targets are met

- Maintain the Asia House standards of editorial independence, objectivity and accuracy.

- Work closely with the Head of Research and Advisory to ensure alignment of output and efficient use of resources.

- Oversee Corporate Members’ engagement in programmes and continue to seek new audiences.

- 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.

- An excellent writer.

- 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.

- Outstanding project management and coordination skills, including an ability to manage high workloads and meet deadlines.

- A good team player.

**Applicants should send a cover letter, CV and salary expectations to recruitment@asiahouse.co.uk by Sunday 12 June.**