

## **Part-time work opportunity at the Oxford India Centre for Sustainable Development**

**Role:** Casual OICSD Conference assistant Ref 900432

**Hours:** in the range of 10-16 hours a week which may increase close to the date of the conference

**Rate: £12.32 per hour**

**Duration:** 3 months, starting as soon as possible until mid-September

On Friday 3rd September 2021, the OICSD will be organising the inaugural conference of the OpenAg Symposium series along with UPL.

The day-long conference will explore the theme of "Food Futures in a Changing Climate", it will take place in the lead-up to UN Food Systems Summit 2021, bringing together a select group of leading academics, policymakers, industry figures, and NGO leaders from across the globe. With a keynote by Sir Charles Godfray, Director of the Oxford Martin School, the conference will examine the opportunities and challenges for industry and policymakers in transforming food systems and sustainable agriculture in the context of climate change.

We're looking for a conference assistant to carry out communications, administrative and research-driven tasks in the lead up to the conference. The candidate would preferably have a background in sustainability/development/climate change, but this is not essential.

Some of the tasks would be to

- Assist with conference branding and design
- Organise conference collateral such as welcome kits, brochures, nametags, lanyards
- Take charge of logistics around conference registration, speaker arrival and ensuring smooth running of the event on the day
- Conceptualise and produce content for the conference website in the form of blogs, videos, interviews
- Coordinate the post-conference report/literature which will be sent to the Un Food Systems Summit 2021
- Assist with social media and profile-building around the conference

**Conditions of Employment:** Any offer of employment is subject to you having right to work in the UK and you will be required to present proof of this before any work is undertaken. If you are on a visa which restricts the number of hours you are able to work per week, please contact [human.resources@some.ox.ac.uk](mailto:human.resources@some.ox.ac.uk) to discuss your individual circumstances and eligibility for this work.