

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

**Role:** Casual OICSD Project assistant

**Hours:** in the range of 10-16 hours a week which may increase close to the date of the conference (maximum of 20 hours per week)

**Rate:** £14.14/hr

**Duration:** 4 months, June to September 2024

### **Description:**

In June 2024, the OICSD will be organising the fourth edition of the OpenAg Symposium series along with UPL.

The day-long conference will explore the themes of agriculture, climate change and technology, bringing together a select group of leading academics, policymakers, industry figures, and NGO leaders from across the globe. 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 project 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 conceptualising panels and bringing together high-level speakers and participants for the event
- Research for the conference concept note
- 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
- Assist with social media and profile-building around the conference

**To apply:** Please use our online recruitment site via [www.some.ox.ac.uk/jobs](http://www.some.ox.ac.uk/jobs). As well as the online application form, please also include an up-to-date CV.

**Closing date for completed applications is noon, Friday 21<sup>st</sup> June 2024.**

**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** to discuss your individual circumstances and eligibility for this work.