

Apply to be a Volunteer for Data for Policy 2021

Summary

We are recruiting volunteers to assist with preparing for and running the international conference Data for Policy 2021: Lessons for policy-data interactions after Covid-19, taking place virtually September 14-16.

We are seeking individuals with a mix of skills to assist in publicity and administration of the conference. These comprise

- producing content for social media (Twitter, LinkedIn, Facebook, Instagram), both off- and online
- producing and editing videos for our YouTube channel
- designing graphic content for social media, website and other communication purposes
- producing written content for news items, and for blogging and reporting on conference activities
- assisting with running the virtual conference, including meeting user management

This is an opportunity to use your skills to help us deliver a premier, interdisciplinary, global conference, and to network with some key people and organisations working at the interface of data science and policy.

Beyond the conference, we anticipate that further opportunities will arise to support the social media and communications strategy of Data for Policy. We're therefore interested in applications both from those seeking a short-term volunteering opportunity and those with an interest in longer-term engagement with the Data for Policy community.

Responsibilities

As part of a volunteer team working with the conference organisers, you will undertake a mix of the following responsibilities:

Create content for Data for Policy social media accounts, before, during and after the conference:

- Create pre-event publicity to drive interest in registration and participation
- Preparing video clips for sharing on the Data for Policy YouTube channel
- Identify and follow key participants and use relevant handles and hashtags to capture attention
- Write engaging posts that remind participants about upcoming sessions
- Reflect upon sessions in progress and link to conference papers and other materials
- Engage with conference delegates: answer queries, retweet posts, stimulate discussions

Day to day running of the virtual conference:

- Ensure punctual delivery of the conference timetable
- Ensure good communication with volunteer team at all times
- Respond flexibly to short-notice demands arising during the conference
- Co-host meetings to manage virtual participants (admission to sessions, visuals, audio, etc.)

Contribute to the *Data & Policy* blog and promote engagement with other channels:

- Write, edit and post blogs that preview and reflect upon conference
- Post blogs and daily updates to the Data for Policy LinkedIn and Facebook accounts
- Encourage feedback through a survey about the conference

Act as an ambassador for the conference and helping us meet overall objectives:

- Create a lively persona and appropriate tone for the conference
- Ensure awareness of the programme and how to join sessions

- Enhance the participants' experience through social channels
- Boost the overall awareness and following of the conference

Success Measures

- Positive feedback from delegates
- Engagement demonstrated by social media analytics
- Responses to the conference survey

Behaviours and Attitudes

- Able to act on own initiative
- Collaborative: ability to hand over responsibilities to others according to timetable
- Excellent time-keeping
- Confident, professional manner
- Flexibility and ability to adapt to changing situation
- Ability to solve problems as they arise

Qualifications, Skills, Knowledge and Experience

- Educated to degree level (essential), ideally in a technical subject (desirable)

We are looking for a mix of skills, knowledge and experience from the following:

- Strong knowledge of social media platforms including but not limited to Twitter, LinkedIn, YouTube
- Strong communication skills, verbal and written
- Design skills: the ability to identify, edit and adapt images for effective social media use
- Excellent timekeeping
- High degree of IT literacy and experience of online meeting software
- Experience building a social media and communications strategy
- Experience writing blogs and press releases
- Experience editing and producing video and animation
- Interest in data science and public policy
- Experience of conference participation, in any capacity
- Experience of volunteering, especially in social media or communications capacity

Time commitment

After appointment, there will be 1-2 hours training and induction, followed by estimated 1-2 hours distributed across each week for promoting the conference and creating interest on social media. During the conference days estimated 4-6 hours per day, earliest start 10:30, latest finish 20:00 (London times). After the conference there will be further hours required for evaluation and reflection activities. There may be opportunities for longer-term contribution for suitable candidates.

Context of role

The Data for Policy annual conference is the premier global forum for interdisciplinary and cross-sector discussions around the impact and potentials of the digital revolution in the government sector. Each year we host around a hundred speakers after a thorough peer-review process hosting key global stakeholder views from prestigious academic institutions, government departments, international agencies, non-profit institutions, and businesses.

This year's conference will run as a single-track over three days, with a mix of plenary panels, keynote talks and short presentation sessions, featuring speakers from more than 30 countries. There will also be live discussions and networking opportunities across the three days.

Data for Policy was established in 2015 and is an independent non-profit initiative registered in the UK as a Community Interest Company. It is supported by a large number of key stakeholders, including prestigious academic institutions, government departments, international agencies, non-profit institutions, and businesses.

Application process

To apply, please send a CV and cover letter outlining your interest in the role and relevant skills to team@dataforpolicy.org