

Invitation to Tender:

Event Organiser for our 2023 MemEx Conference

We are looking to recruit an Event Organiser to assist in the planning and running of our annual members event – MemEx.

Organisation Overview

Our vision is a world where every organisation makes more decisions that are informed by their social impacts.

Social Value UK is the professional body for social value and impact management. We provide training to organisations and individuals on how to measure social value and use the data to make informed, responsive decisions.

We do not prescribe one particular tool for measuring social value, but work with organisations to understand the best fit for them.

Social Value UK assures reports and empowers organisations to create more sustainable futures.

We also use our expertise to lobby government and local authorities to consider social value over traditional, financial means of assessing a contract's worth.

As a distinguished body of social value experts, we prioritise outcomes – the effects experienced by society – over tick box exercises that focus on outputs. These can be manipulated and miss key data.

Social Value UK was established in 2007 as a membership organisation, then known as the Social Return on Investment (SROI) Network. It represented a group of individuals who advocated for a way of measuring the impact of decisions beyond the balance sheet, pioneered by our experts.

Our membership is still at the core of who we are, and we are shaped by a community of experts and practitioners.

Type of meeting:

Annual fee-paying conference for members and non-members

Format:

Hybrid event, 1 full day

Full-day event. Welcome and plenary, followed by a number of simultaneous break-out sessions. We try to make the in-person sessions as engaging and interactive as possible (e.g. Q&As, workshops). We also want to enable attendees to network.

The event will need to be live-streamed for online audience, we welcome suggestions about the best way to do this. The same level of interaction is not expected for online attendees.

Expected number of attendees: 200 in-person, 100 online

Venue

North West (Manchester or Liverpool)

Proposed Date

September/October 2023

Target Audience

MemEx is open to professionals interested in social value from large private sector businesses to small civil society organisations and independent consultants.

Historically, the majority of attendees have been members of Social Value UK, but we are keen to attract an increasing number of non-members and people new to the movement.

Additional Details

We would like to be able to offer members the opportunity to host stalls in a marketplace.

Roles & Responsibilities

- Finding venue and liaising with them
- Liaising with speakers
- Designing digital materials – conference brochure and social media graphics
- Designing and printing of physical materials – lanyards, display signage and agenda/timetable display, banners
- Arranging for printing and delivery of conference materials
- Arranging and hosting online platform to live stream the event
- First point of call to meet & greet / direct members/ organise speakers
- Liaising with catering
- Recording and sharing sessions post event
- Collating speaker materials such as PowerPoints or shareable videos
- Liaising with sponsors/exhibitors
- Regular updates and check ins with Social Value UK Team
- Assisting with external promotion

How to apply

Please submit your proposal to clare.bentley@socialvalueuk.org. Proposal should include a fee breakdown, examples of your past work and two references.

Key dates

- Closing date for applications: Friday 28th April (4 weeks)
- Short-listed candidates will be contacted: week commencing 8th May
- Interviews: week commencing 15th May
- Start: early June