

Impact Researcher & Reporter – Role Profile

About TEDxGlasgow

TED is a non-profit devoted to spreading ideas, usually in the form of short, powerful talks (18 minutes or less). TED began in 1984 as a conference where Technology, Entertainment and Design converged, and today covers almost all topics — from science to business to global issues — in more than 100 languages.

The TEDx Program combines a mix of live presenters and TED Talks videos. It is designed to help communities, organisations and individuals to spark conversation and connection through local TED-like experiences.

TEDxGlasgow is a volunteer ran organisation and our vision is to become the platform for change in Glasgow. This means providing innovative people with the space to share their ideas that are worth spreading, connecting the people that engage with us and offering individuals the platform to interrogate new ideas.

Our values

Our values are important to us and our team play an important part in making sure we always live up to what we aspire to. Our values are:

- Always innovating – we are affecting real change and we do that by bringing new ideas and being original and creative in our thinking.
- Being collaborative – we work together and help each other achieve our best.
- Inspiring others – through our work we inspire others to bring about systematic, macro-level change in their fields of work.
- Making an impact – everything we do is geared towards having an impact, be that on an individual, an organisation or society.

Who are we looking for?

We are looking for individuals who get excited about change. Who want to make a difference to our city, our country and the world we live in. And whatever you do you've got to be outstanding at it.

Roles and Responsibilities

Before the event	<ul style="list-style-type: none"> ● Prepare briefs for impact reports and media content ● Procure, test, deploy tools for impact research activities ● Conduct factual research as required ● Assess suitability, book, confirm, support of contributors for impact content within agreed budget
During the event	<ul style="list-style-type: none"> ● Support delivery of impact research activities throughout the event (pledges, videos, feedback, reporting, additional insights) ● Directing video shoots to ensure impact insights are captured ● Driving pledge and feedback engagement activities ● Capture of contact details and consent for follow up

	<ul style="list-style-type: none"> • Supporting duties as required to ensure a positive experience
After the event	<ul style="list-style-type: none"> • Collection, cleansing and preparation of impact research • Deliver and review of impact insights, videos and reporting metrics • Supporting follow up research and activities (pledge feedback, focus groups, continuing case studies with partners /speakers / delegates)

Skills, qualities and experience needed

Essential	<ul style="list-style-type: none"> • able to establish a rapport quickly with contributors • excellent verbal and written communication skills • awareness of the legal and ethical considerations surrounding the release of information to the press and public • planning, organising, delivering towards deadlines • ability to improvise when necessary • calmness under pressure
Desirable	<ul style="list-style-type: none"> • experience with analytical and reporting tools • graphic design and visualisation skills • database management, governance and data cleansing • able to conceptualise ideas and think visually

Time commitment

There will be periodic team meeting which will usually held Tuesday, Wednesday or Thursday evenings at CitizenM hotel in Glasgow city centre. You will also need to be free for the main event which will be held on the 1st of June 2018.

Support available

Support is available from the Impact Lead.

How to apply

Drop a covering email to impact@tedxglasgow.com letting us know why you are the best person for the role with your CV attached before **11th May**. We will then look to have an informal discussion with you if you are suitable for the role.