



Chartered
Institute of
Taxation.

Branch Network Events Administrator

Role Information Pack
October 2026

Contents

Welcome

The Organisation (CIOT/ATT)

Role description

Key accountabilities

Skills needed to fulfill the role

Salary & benefits package

Guidance notes for applicants

4

5

6

7

8

9



Welcome

Thank you for showing interest in the Branch Network Events Administrator role. The CIOT is an educational charity and the leading professional body in the UK for tax advisers dealing with all aspects of taxation. If successful, you will be joining a dedicated team of staff and volunteers who ensure that we continue to meet our primary purpose of promoting education in taxation. Our key aim is to achieve a more efficient and less complex tax system for all, and you will see from our annual reports that we do this through a wide range of activities.

At the CIOT and ATT our vision is: to remain the leading bodies for taxation professionals in the United Kingdom, serving the public interest through the pursuit of excellence and with integrity, and we're looking for people who are excited about joining us on our journey. To help us achieve our vision we're looking for exceptional people who live our values and behaviours and who can inspire others; embrace change; deliver results and keep it simple.

We live by our values which are:

Ethical – We act with integrity, promoting high ethical standards and accepting accountability for our actions.

Collaborative – We value working constructively with stakeholders to achieve our goals.

Inclusive – We welcome, respect, and value everyone and actively consider how to be accessible.

Empowering – We encourage and enable personal growth and seize opportunities.

Progressive – We are future focused; constantly learning and driving improvements that deliver enhanced service excellence.

Committed – We are focused on and dedicated to the consistent delivery of our charitable objectives and services.

We know that an inclusive environment makes us more accessible and ensures we attract, engage, promote, and retain exceptional people. We welcome applications from all individuals regardless of age, gender/gender identity, sexual orientation, ethnicity/nationality, disability, or military service and welcome those who have taken career breaks. We will consider flexible working arrangements or home working arrangements for any of our roles and offer workplace accommodations to ensure you have what you need to effectively deliver in your role.

We're an organisation which was founded by ordinary people who were dedicated to making tax as simple as possible for the public and providing qualifications that are open to all. Our members and volunteers come together to help each other get the most from their Professional Bodies and enhance their future careers. If you come to work here at the ATT and CIOT, you'll be part of that. Part of something a bit different. And something really quite special.

What's more, we have a strong ethic of care for each other and our members. We recognise that our employees feel most appreciated when their thoughts and values are respected and considered. We're committed to creating a culture that recognises and truly values our individual differences and identities. So, if you'd like to be a part of an inclusive workplace where you can be yourself, where your talents are nurtured, and you feel empowered to contribute, then please apply.

Jane Ashton

ATT CEO

Helen Whiteman

Chief Executive, CIOT



About the CIOT and ATT

The CIOT is the leading body in the UK for taxation professionals dealing with all aspects of taxation. Our primary purpose is to promote education in taxation. One of our key aims is to achieve a more efficient and less complex tax system for all. Our comments and recommendations on tax issues are made solely in order to achieve this aim; we are an entirely apolitical organisation. Membership of the CIOT is by examination, nationally recognised as the gold standard of UK taxation education. We support our 20,000 members and 5,000 students throughout their tax careers, providing assistance through our London-based head office and network of 35 branches. The CIOT is a registered charity, number 1037771, a chartered corporation and a regulatory body for the purposes of Anti-Money Laundering supervision of tax practitioners.

The CIOT is managed by its chief executive and directors, under the strategic guidance of the Council. The CIOT is a Chartered corporation established under Royal Charter. Its governing documents comprise the Charter, Byelaws, Member Regulations and Council Regulations. The CIOT does not raise funds through asking for public donations in any form.

The primary charitable objective of the ATT is to promote education and the study of tax administration and practice. One of our key aims is to provide an appropriate qualification for individuals who undertake tax compliance work. Drawing on our members' practical experience and knowledge, we contribute to consultations on the development of the UK tax system and seek to ensure that, for the general public, it is workable and as fair as possible. Our members are qualified by examination and practical experience. They commit to the highest standards of professional conduct and ensure that their tax knowledge is constantly kept up to date. Members may be found in private practice, commerce and industry, government and academia.

We are delighted to announce that we have been awarded the PeopleInsight Outstanding Workplace 2025 award for the third-year running!

We are very proud that our continued efforts to engage our employees and create a healthy workplace culture have paid off. This is real testament to the supportive and engaging environment we foster for our staff."



Role description

Job Purpose

To support the delivery of Continuing Professional Development (CPD) and create a sense of community within the profession through peer-to-peer learning and networking, we assist in organising a variety of events. These events, which include in-person, hybrid, and webinars, are designed to be affordable, inclusive, accessible, and of high quality.

Operating Environment

Branches are essential to both charities in their mission to advance public education and fulfil their charitable purposes, which include:

- Promoting public education in taxation and the principles of economic and political science related to taxation
- To prevent crime; and
- Promoting the sound administration of the law for the public good by promoting and enforcing professional conduct standards among those who provide tax advice and services and monitoring and supervising their compliance with money laundering legislation.

Framework & Boundaries

To support the needs of up to 3 regional branch committees, organise and proactively manage the delivery of their annual event programmes. This includes providing front of house support at events, monitoring branch mailboxes, supporting social media accounts, and reporting event marketing campaigns throughout the programme season.

Key accountabilities

Event Programme Delivery

- Work with the Branch Network Manager to deliver the Event Programmes for Branches in line with budget, good governance and engagement principles, including being mindful of the charity's funds and reputation at all times
- Assisting with booking speakers to coordinate attendance at events, which includes obtaining details about speaker fees, securing permission to record digital sessions, and collecting necessary presentations bios and headshots
- Liaising with venues to ensure that all required facilities are set up for each event, sending across the delegate lists in the required format for that venue, meeting their deadlines and ensuring all logistical requirements are met
- Build event registration pages and delegate communications using Cvent or a similar platform
- Produce marketing materials (emails, bulletins, adverts, social media) within branch guidelines
- Update CIOT/ATT websites and maintain accurate event listings

Branch Committee and Volunteer Support

- Fortnightly or monthly call with the branch chair to discuss workload, priorities and progress
- Provide timely support to delegates and volunteers by assisting, processing bulk event registrations, arranging complimentary committee registrations, and dealing with enquiries
- Working with the committee member(s) tasked with ownership of a particular event and to assist with event preparation and marketing
- Attend events and deliver a front-of-house function that is welcoming, professional and on brand

Reporting

- Monitor and report on event marketing campaigns and attendee statistics
- Survey members as required and obtain feedback post events to inform future event planning
- Maintain branch web pages and update CRM committee records as needed

Stakeholder Engagement

- Liaise with speakers, venues, and committee members to coordinate event logistics and content
- Organise and distribute marketing material i.e banners, printed material, prepare delegate badges and arrange merchandise as required
- Support the planning and delivery of branch conferences, forums, and volunteer inductions
- Attend ATT, CIOT, ADIT events to promote the Branch Network as required

Job impact (desired impact of this role)

- Branch events run smoothly and efficiently without excessive intervention from the branch chair
- Branch events are correctly described on the registration system and promoted in a timely manner
- Positive volunteer and delegate experiences to contribute to the success of the Branch Network

Skills Needed to Fulfil the Role

Knowledge and experience

- Experience of working within a membership/ customer orientated environment
- Competent in using event registration systems, databases, social media and event management software (e.g Cvent, Click Dimensions and LinkedIn)
- Competent in MS Office Packages and Adobe InDesign or a similar design platform

Functional/technical skills

- Strong time management and multitasking capabilities
- Excellent written and verbal communication skills
- Excellent attention to detail and accuracy in all tasks

Interpersonal and work management Skills

- Ability to work on own initiative and under pressure
- Proactive, flexible, and solutions orientated approach
- Strong interpersonal skills and a collaborative mindset

Salary&benefitspackage

Salary

The salary for this role is £31,953.18 (FTE) per annum, working 35 hours per week (requiring late finishes on occasion). This role involves frequent travel to London and the home counties and occasional travel to the midlands. The role is a remote with occasional office attendance for meetings and staff events and involves travel to committee meetings and to and from events.

Pension

Upon joining, you will be automatically enrolled into the Aviva Group Pension Plan (10.% employer and 3% employee contribution).

Insurance

- Income protection cover which provides up to 75% of salary if you are absent due to ill health for more than 13 weeks.
- 24-hour group personal accident scheme providing a sum equal to three times current salary in the event of your permanent disability/ loss of a limb/ death.
- Non-contributory life assurance cover of 4 times your salary.

Holiday entitlement

The organisation offers a generous holiday entitlement from 25 – 30 days depending on your length of service, and pro-rated based on your working pattern.

Optional Benefits

Bupa (private medical insurance)

You can join our company-paid private medical insurance scheme which pays for the cost of private medical treatment for acute conditions.

Healthshield Essentials (including Employee Assistance Programme)

You can join our health & benefit programme. We pay the cost for the basic level (including any dependent children). The benefits include the refund of a range of medical costs (dental, optical, physiotherapy etc) and an employee helpline covering medical and legal issues and counselling.

Interest Free Loans

After 6 months service you may apply for an interest free loan to help with the purchase of a season ticket or a bicycle.

Continuous Professional Development

The Chartered Institute of Taxation requires all professional employees to maintain their CPD activities and offers an exciting range of learning opportunities through its branch and conference programmes.



Guidance notes for applicants

Thank you for considering working with us. These notes are designed to help you through our application process. However, if you have any questions regarding the process that are not covered here, please do not hesitate to contact Sharon Jepson at recruitment@ciot.org.uk for advice.

The deadline for applications is 29 October 2026 by 5 pm.

You can apply by submitting a covering letter and up to date CV via email to Sharon Jepson as per the email address provided above. Your covering letter should make it clear how your skills and experience match those described in the advert or job description.

If you wish to find out more about the role before applying, you may do so by emailing Sharon or by calling HR on 02073400563. This will not prejudice your application in any way.

If you do not hear from us within 2 weeks of applying this means that you have not been shortlisted on this occasion. Failure to be shortlisted for one role does not bar you from applying for others when they are advertised. If you are invited to interview you must confirm your attendance by the deadline stated in the invitation email. Interviews are likely to be w/c 9 November 2026.

If you do not do so we will assume you are no longer interested. If there is to be a presentation or test you will be informed of this in advance.

If you have a disability and require special arrangements to be made, please notify us as soon as you are shortlisted so we can try to accommodate your needs.

You will be told during the interview when you may expect to hear the outcome.

Although we appreciate the time and effort that goes into applying for a post with us, we do not give individual feedback on applications or interview performance.

Successful candidates will be required to provide their original qualifications, proof of the right to work in the UK and the details of two referees before they commence employment.

We look forward to receiving your application.

