

# Women@Tech

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## Speaker Liaison

### About Women@Tech

Women@Tech is a volunteer-led UK organisation dedicated to connecting, developing, and advocating for women in technology. Backed by industry-leading member companies, we are driven by women and allies from the most influential tech companies in the UK. Our initiatives include mentorship and development programs, networking events, and advocacy efforts to improve the representation and progression of women in the tech sector. Together, we are leading the charge towards a more diverse, equitable, and inclusive future for all in the tech industry. For more information, please visit our [website](#).

### Job Details:

The Speaker Liaison is responsible for identifying and inviting guest speakers and panelists for events and collaborating with the Women at Tech committee to curate impactful speakers for our events. This role is responsible for identifying the right speakers, engaging with them about event topics, and coordinating their availability. This is a perfect role if you like meeting new people and building positive relationships.

### What You'll Be Doing:

- **Communication:** Facilitating effective communication between speakers and event organizers is a primary responsibility. This includes conveying event details, schedules, and any specific requirements or expectations.
- **Logistics Coordination:** Assisting with the logistical aspects of the speaker's participation, such as blocking their calendar for the event time, getting all

necessary access and welcoming at the event location and when necessary sending post event communications.

- Rehearsals and Briefings: Organizing rehearsals or briefings for speakers to familiarize them with the event format, stage setup, and any other relevant details.
- Timeline Management: Keeping track of the overall event schedule and coordinating with speakers to ensure they are punctual and well-prepared for their sessions.
- Hospitality: Providing a welcoming and supportive environment for speakers, ensuring they feel comfortable and valued.

### **Preferred Skills and Qualifications:**

- Strong verbal and written communication skills (or willingness to improve them within this role)
- Ability to manage multiple tasks, coordinate logistics, and keep track of details
- Solid interpersonal skills to build positive relationships with speakers
- Time management skills to effectively manage time to meet deadlines and coordinate schedules.

### **What You'll Get From Us:**

- A collaborative and supportive work environment.
- Varied projects with a high degree of autonomy.
- Exposure to the latest DEI trends.
- Professional development opportunities.
- The chance to build your personal brand and access a unique network across major tech companies.
- The opportunity to make a meaningful impact on diversity and inclusion in the tech industry.
- A commitment to treating everyone equally, without any discrimination.

### **Time Commitment:**

- Women@ Networking and Events bi-weekly catch up (30 min)
- Women@ Tech Monthly committee meeting (tbc - this may be reduced)
- Approx. 3-5 hour per event in planning and managing (1 event per quarter)

## **HOW TO APPLY:**

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