RES Conference – Volunteer Vacancy

Volunteer Role Description (2026–27 Cycle)

Role Title: RES Conference – Submissions & Programme Support

1. **Role Purpose**

The RES Annual Conference is the Society's flagship event, bringing together hundreds of academic and professional economists to present the latest developments in economics and showcase their real-world application. The conference currently runs as a three-day event, taking place at a host institution.

The Programme Chair and Deputy Programme Chair lead the development of the academic programme each year, overseeing the review of submissions, allocation of papers to sessions, management of the waiting list, and communication with presenters. The new volunteer role would provide organisational support to the Programme Chair and Deputy during the 2026–27 cycle, contributing to the smooth running of the submissions and programme building process.

2. **Role Responsibilities**

The volunteer will support the Programme Chair and Deputy Programme Chair in delivering the academic programme for the RES Annual Conference. Responsibilities include, but are not limited to:

- Assisting with programme population, including allocating accepted papers to sessions and ensuring accurate session information within OA
- Helping to manage the waiting list, including tracking withdrawals, updating session allocations, and carrying out swaps when papers withdraw from the programme
- Supporting communication with presenters, including sending standardised notifications, responding to routine queries
- Working collaboratively with the RES Head of Events, to ensure timely progress on programme administration tasks
- Learning and using the Oxford Abstracts platform, with full training provided.

3. **Commitment and Support**

- Role duration: December 2026 – June 2027
- Time commitment: Approximately 2 hours per week, with a higher concentration of tasks between March and May, when programme allocation and waiting list management are most active
- Support:
    - Training on Oxford Abstracts and RES processes will be provided

- Ongoing guidance from the Programme Chair, Deputy Programme Chair, and RES Head of Events.

4. **Skills and Experience (Desirable)**

- Knowledge of areas of academic research in economics, or economic policy
- Strong organisational skills and attention to detail
- Clear, professional written communication
- Ability to work independently and manage small weekly tasks reliably
- Confidence using online platforms (once trained).

5. **What the Volunteer Gains**

- Experience contributing to the academic programme of a major conference
- Practical skills in conference administration and programme coordination
- Familiarity with Oxford Abstracts and academic submission workflows
- Insight into how papers are reviewed, allocated, and scheduled
- A valuable addition to an early career CV, demonstrating organisational experience and involvement with the Royal Economic Society
- Opportunity to attend the RES Annual Conference (complementary).

6. **Application Process**

Written applications (1 page max) can be submitted to events@res.org.uk. Deadline for applications is Monday 7 December2026. For more information, please contact Head of Events, Georgina Jenkins via the same email address as above.