



**CONSUMERS
INTERNATIONAL**
COMING TOGETHER
FOR CHANGE

JOB DESCRIPTION

Job title: Events and Communications Coordinator

Location: London

Managed by: Head of Communications

Contract: Fixed term, full-time (six months) starting ASAP

WHO WE ARE

Consumers International is the membership organisation for consumer groups around the world.

We believe in a world where everyone has access to safe and sustainable goods and services. We bring together over 200 member organisations in more than 100 countries to empower and champion the rights of consumers everywhere.

We are their voice in international policy-making forums and the global marketplace to ensure they are treated safely, fairly and honestly. We are resolutely independent, unconstrained by businesses or political parties. We work in partnership and exercise our influence with integrity, tenacity and passion to deliver tangible results.

MAIN PURPOSE OF ROLE

We are looking for an Events and Communications Coordinator with exceptional organisational and communication skills to play a key role in supporting the planning, preparation and delivery of our international convening events and our global Summit.

You will be working closely with Communications and Advocacy team project leaders to ensure each Consumers International event meets its objectives and aims, is delivered to budget and partner criteria, leading on specific event outcomes as required.

This is an excellent opportunity for anyone who is looking to develop their events communications career and gain invaluable experience at an ambitious and exciting international charity.

KEY RESPONSIBILITIES

Events Support; Convening Workstreams and Summit 2019

This includes, supporting:

- the sourcing and researching of potential speakers, contributors and interviewees on various digital and consumer protection topics.
- the writing of speaker briefings, event agendas and evaluation reports and managing their design and publication to bring event elements to life.
- the sourcing of venues in the UK and internationally, arranging event logistics and AV and engaging with venue staff.
- the provision of logistics support for international guests attending events.
- the development of some practical organisational systems and processes to support the delivery of similar events and sharing ideas for new event formats.
- the work to manage and grow the Consumers International's contact database to secure attendance and promotion for Consumers International events.

Communications

This includes:

- managing events' resources templates
- supporting on the design and development of our bespoke events app and registration software
- updating and maintaining areas of the website
- supporting the production of project specific creative design and communications
- contributing to the email communications and social media posts around events and other organisations-wide activities
- contributing to team meetings
- contributing to the development of Consumers International's strategy
- carrying out other specific activities as required by the communications team

PERSON SPECIFICATION

ESSENTIAL CRITERIA		Criteria Tested At	
		Application	Interview
EXPERIENCE	Experience of working in events (at least six months)	✓	✓
	Experience of project management	✓	✓
	Experience of communications or marketing	✓	✓
SKILLS AND ABILITIES	A cooperative team worker and self-motivated and able to work efficiently without close supervision.	✓	✓
	Strong organisation skills and the ability to manage multiple deadlines.	✓	✓
	An ability to draft events content such as letters and invitations	✓	✓
	An ability to write engaging social media and communications updates.	✓	✓
	Confident telephone manner	✓	✓
	Impeccable attention to detail	✓	✓
	Fluent in spoken and written English	✓	✓
	Strong IT skills, experience of Salesforce or events management software is a bonus	✓	✓
OTHER REQUIREMENTS	Ability to legally work in the UK (Consumers International cannot assist with visa applications)	✓	
	Commitment to the aims and objectives of Consumers International.		✓
NON-ESSENTIAL REQUIREMENTS	Fluency in French, Arabic or Spanish (an advantage).	✓	
	Experience with software packages such as emailing and design software	✓	

January 2019

Consumers International is an equal opportunity employer and encourages applicants to apply irrespective of age, disability, gender, national origin, race, religion or sexual orientation.

Consumers International is a not-for-profit company limited by guarantee, company number 04337865 and registered charity number 1122155.