JOB DESCRIPTION

Job title: Event Specialist
Location: Remote working (must be UK based)
Managed by: Head of Communications and Membership
Contract: Fixed term, part-time 2 days (6 months). Then likely to move to a full-time role (12 months).
Salary: £35,000 per annum

Background

Consumers International is the only global membership organisation bringing together over 200 member organisations in more than 100 countries to empower and champion the rights of consumers.

We work with our Members and partners, across national borders to address critical, systemic global issues that impact and involve consumers. Representing and empowering consumers, we are their voice in international policy-making forums and the global marketplace to shape a world where everyone has access to safe and sustainable products and services.

In the early stages of implementing a new strategy, our rapidly developing programmes consider consumers rights and needs, meeting the sustainable development goals and the areas where our global movement can make the biggest difference, shaping the future for consumers in food, finance, energy, mobility, sustainable consumption and more from the future of food production and consumption to catalysing a sustainable energy transition.

Purpose of the role

In 2023 we will host our renowned global summit. This will not only significantly raise our profile, but it will bring together our Members and others from the consumer advocacy movement to unite around and help to meet pressing global issues. The summit will aim to convene 500 – 700 key influencers including major figures from consumer advocacy organisations, civil society, government, business, academia, funders and international institutions. The Summit will also facilitate the General Assembly of Consumers International, where Members contribute to our governance.

In the first instance, the Event Specialist will kick-start our concept for the event, working on event research and preparation, including to identify and organise agreements with the host country who will be a key part of event funding, planning and delivery. They will map and start to deliver a clear event plan as we move closer to 2023. The successful candidate will play a key role in providing a dynamic interactive event in an atmosphere that excites and inspires attendees.

The role is offered on a part time basis in the first instance and then will likely move to a full-time basis after an initial six months. The Event Specialist will be an excellent team player and coordinator across the organisation, have good relationship building skills with senior stakeholders, be an apt project manager and experienced in running seamless impactful events.
Key Responsibilities

In the first six months the Event Specialist would work on event research and preparation across the following areas.

Research
- Research and compile an initial necessary scope of work for the event (from event elements from location to logistics, outlining and identifying the resources and logistics required)
- Identify relevant host governments and the ideal city in which to hold the event, according to set criteria

Preparation
- Prepare proposals and papers for funders, sponsors and members
- Take forward the relationship with the host government
- Draft an MoU for the host government and Consumers International including all formalities for the event and the responsibilities of each party
- Produce a preliminary budget and expenditure for the event
- Start to coordinate an internal delivery group
- Create and start to implement the project plan, based on the scope of work

Relationship building
- Work openly and enthusiastically with other colleagues
- Build strong relationships with senior stakeholders involved in the event

Other
- Any other duties and responsibilities appropriate to the role.
- Take full responsibility for the completion of delegated tasks.

The overall work of Consumers International
- Contribute to team meetings and other Consumers International-wide communications
- Spend a small proportion of time supporting other events of Consumers International.

Following the first six months the next stage of the role would focus more heavily on delivery, according to an adapted scope of work. Typical tasks across this stage of preparation and delivery would include and not be limited to the below, to:
- Implement and refine as needed the project plan
- Prepare outline agendas
- Support construction and delivery of a Communications Plan
- Identify and liaise with relevant suppliers, speakers and participants
- Take forward plans for the General Assembly of the event, ensuring a seamless and inclusive experience for Members
- Coordinate a monitoring and evaluation framework for event
- Handle delegate registrations
- Handle registration fees
- Liaison with venues and hotels
- Liaison with co-hosts and members
- Be one of the main go-to contacts onsite
- Post-event, produce a event summary, informed by the M&E framework and ensure a core template is in place to help seamless delivery of similar future events.

For a taster of our past Summits see our [2019 Summit (Portugal)]. For questions, please contact Charlotte Broyd: CBroyd@consint.org.
# Personal Specification

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<th>ESSENTIAL REQUIREMENTS</th>
<th>CRITERIA</th>
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| EXPERIENCE & UNDERSTANDING | • At least three years’ experience of overseeing remote and/or in person event delivery  
• Experience of delivering similar major events |
| SKILLS AND ABILITIES | • A cooperative team worker  
• Good attention to detail  
• Strong organisation skills and the ability to manage multiple deadlines  
• Fluent in spoken and written English  
• Strong IT skills with excellent use of MS Office (Word, Excel, and PowerPoint), and excellent grasp of virtual meeting software (e.g. Zoom or Teams)  
• Strong grasp of project management skills (e.g. Gantt charts or other online applications)  
• Excellent communication skills, both oral and written  
• First-rate budgeting skills  
• Excellent relationship management skills, including to work with senior stakeholders  
• Strong event research skills needed for effective event management (for example, to select appropriate venues, speakers and the right mix of attendees). |
| OTHER ESSENTIAL REQUIREMENTS | • Commitment to the aims and objectives of Consumers International  
• Able to thrive in a multicultural, collaborative and agile environment, with a clear understanding of the sensitivities, challenges and opportunities of running global events and working with those from different cultures, skills and work backgrounds  
• Able to quickly adapt and work in a fast-paced work environment  
• Outstanding collaborator, with the ability to build strong relationships internally and externally  
• Self-motivated, pro-active and able to work efficiently without close supervision  
• Proven experience in event and travel logistics  
• Proven experience in soliciting sponsorship for events  
• Able to legally work in the UK (Consumers International cannot assist with visa applications) |
| NON-ESSENTIAL REQUIREMENTS | • Second language would be an asset (French, Spanish or Arabic)  
• Knowledge of running voting |

# Our Values

The Consumers International team strives to live the following values:

| Leadership | • Making tough trade-offs to ensure we deliver against strategy.  
• Charting a path forward – listening to other perspectives, while being independent of those perspectives.  
• Self-starting, motivated to put ourselves in leadership positions and drive forward pieces of work. |
• Striving to bring others with us – colleagues understand the direction we are taking and our reasoning. Viewpoints are sought at key moments and delivery is orientated around the strategy.

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<tr>
<th>Inclusivity</th>
<th>• In delivering our strategy, creating the space to listen and understand views, and diversity of participation and representation.</th>
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<tr>
<td>Caring</td>
<td>• Caring about the career development and success of our colleagues and how our team collaborates together.</td>
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<td>• Caring about the future of consumers and members and achieving impact for them through our strategy and change agenda.</td>
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<td>Innovation</td>
<td>• Pursuing new creative ideas that have the potential to change the world.</td>
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<td>Agility</td>
<td>• Adapting quickly in response to opportunity.</td>
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<td>Efficiency</td>
<td>• Generating the greatest impact for the least effort. Keeping it simple and systemising for efficiencies.</td>
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<td>Excellence</td>
<td>• Delivering work to the highest standards with professionalism and integrity. The quality of work is evident to all.</td>
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<td>Passion</td>
<td>• Passion for a safe, fair, and sustainable marketplace for consumers drives our impact and the achievement of our organisational goals.</td>
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<td>• Engaging with energy and excitement.</td>
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This is a description of the job as it is presently constituted. It is the practice of Consumers International to review job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the organisation’s aim to reach agreement on changes, but if agreement is not possible, Consumers International reserves the right to insist on changes to your job description, after consultation with you.

**Employee Benefits:**

**Consumers International employee benefits include:**

• 27 days holiday, plus bank holidays, for full-time staff (pro-rated equivalent for part time)

• Pension (employer contribution fixed at 5.25%, minimum employee contribution 3.75%)

• Life insurance cover of x2 annual salary

• Long term illness insurance

• Employee discounts on goods and services
How to apply:

If you are interested in this position, please share your CV and a covering letter (no more than two pages) with recruitment@consint.org

Your cover letter should explain clearly how your skills and experience relate to the criteria detailed in the person specification section of the job description.

The deadline for applications is Monday 16 May, however, we will be reviewing applications and interviewing on an ongoing basis prior to the deadline so please do apply early.

For any questions relating to the job role, please contact Charlotte Broyd: CBroyd@consint.org

Updated: March 2021

Consumers International is an equal opportunities employer with a policy to ensure that no job applicant or employee should receive less favourable treatment on any grounds not relevant to good employment practice.