

## JOB DESCRIPTION

**Job title:** Events Specialist

**Location:** Remote working (must be UK based)

**Managed by:** Head of Communications and Membership

**Contract:** Fixed term, full-time (until November 2023)

**Salary:** £35,000 per annum

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## 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 prestigious global summit. Held every four years this not only affirms our solid reputation advancing consumer rights, but brings together inspiring leaders from our Members and across the consumer advocacy movement to unite around a 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. It will also facilitate the General Assembly of Consumers International, where Members vote on our governance structure.

We are looking for an Event Specialist to lead on our hybrid summit planning, delivery and evaluation, alongside key events we have planned for 2022, such as COP27. From December 2022 the role would shift to focus significantly on our global summit. Key aspects of the role include mapping and delivering a clear event plan as we move closer to 2023 to provide a dynamic interactive event in an atmosphere that excites and inspires attendees! The Event Specialist will be work well with our enthusiastic, friendly team and be a good coordinator across the organisation. They will have good relationship building skills with senior stakeholders, be an apt project manager and experienced in running seamless impactful events.

This is a fantastic opportunity for those either wishing to propel their event management experience and put one of the most significant events in the consumers rights movement on your CV. For a taster of our past summits see our [2019 Summit \(Portugal\)](#). For questions, please contact Charlotte Broyd:

[CBroyd@consint.org](mailto:CBroyd@consint.org).

# Key Responsibilities

## Core events – 40% in the first six months

- Design, deliver, monitor and incorporate learning for our key events in 2022
- Prepare agendas, identify and work with high-level speakers, including preparing event briefs and speaking points where relevant
- Produce event plans incorporating clear strategic thinking, aligned with the goals of Consumers International and our communications strategy
- Coordinate M&E frameworks for the events
- Produce event summaries, informed by the M&E Framework and ensure core templates are in place for future events

## Global Congress 2023 – 60% of first six months, moving to 90-100% in final 12 months

For the Global Congress the candidate would carry out the aspect listed above in addition to the intricacies required for the Congress as follows:

### **Research (months 1-3)**

- 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 (months 1 – 6)**

- 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

### **Delivery (month 6 onwards)**

- Implement and refine as needed the project 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
- Handle delegate registrations, registration fees
- Effectively liaise with venues and hotels, co-hosts and Consumers International members
- Be one of the main go-to contacts onsite

## Relationship building and team work

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

## The overall work of Consumers International

- Contribute to team meetings and other Consumers International-wide communications
- Carry out other specific activities related to the project as required
- Take full responsibility of delegated tasks.

# Personal Specification

ESSENTIAL REQUIREMENTS	CRITERIA
EXPERIENCE & UNDERSTANDING	<ul style="list-style-type: none"> <li>• At least four years' experience in overseeing remote and/or in person event delivery</li> <li>• Experience of delivering similar major events</li> </ul>
SKILLS AND ABILITIES	<ul style="list-style-type: none"> <li>• Good attention to detail</li> <li>• A cooperative team worker</li> <li>• Strong organisation skills and the ability to manage multiple deadlines</li> <li>• Fluent in spoken and written English</li> <li>• 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)</li> <li>• Strong grasp of project management skills (e.g. Gantt charts or other online applications)</li> <li>• Excellent communication skills, both oral and written</li> <li>• Exceptional budgeting skills</li> <li>• Excellent relationship management skills, including to work well with senior stakeholders</li> <li>• Strong event research skills needed for effective event management (for example, to select appropriate venues, speakers and the right mix of attendees).</li> </ul>
OTHER ESSENTIAL REQUIREMENTS	<ul style="list-style-type: none"> <li>• Commitment to the aims and objectives of Consumers International</li> <li>• Able to thrive in a multicultural, collaborative and agile environment</li> <li>• Clear understanding of the sensitivities, challenges and opportunities of running global events and working with those from different cultures, skills and work backgrounds</li> <li>• Able to quickly adapt and work in a fast-paced work environment</li> <li>• Comfortable working without close supervision and in building event planning frameworks from scratch</li> <li>• Outstanding collaborator, with the ability to build strong relationships internally and externally</li> <li>• Self-motivated, pro-active and able to work efficiently without close supervision</li> <li>• Proven experience in event and travel logistics</li> <li>• Proven experience in soliciting sponsorship and funding for events</li> <li>• Able to legally work in the UK (Consumers International cannot assist with visa applications)</li> </ul>
DESIRABLE REQUIREMENTS	<ul style="list-style-type: none"> <li>• Second language would be an asset (French, Spanish or Arabic)</li> <li>• Knowledge of running a general assembly and/or governance voting</li> </ul>

# Our Values

The Consumers International team strives to live the following values:

Leadership	<ul style="list-style-type: none"> <li>• Making tough trade-offs to ensure we deliver against strategy.</li> <li>• Charting a path forward – listening to other perspectives, while being independent of those perspectives.</li> <li>• Self-starting, motivated to put ourselves in leadership positions and drive forward pieces of work.</li> <li>• 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.</li> </ul>
Inclusivity	<ul style="list-style-type: none"> <li>• In delivering our strategy, creating the space to listen and understand views, and diversity of participation and representation.</li> </ul>
Caring	<ul style="list-style-type: none"> <li>• Caring about the career development and success of our colleagues and how our team collaborates together.</li> <li>• Caring about the future of consumers and members and achieving impact for them through our strategy and change agenda.</li> </ul>
Innovation	<ul style="list-style-type: none"> <li>• Pursuing new creative ideas that have the potential to change the world.</li> </ul>
Agility	<ul style="list-style-type: none"> <li>• Adapting quickly in response to opportunity.</li> </ul>
Efficiency	<ul style="list-style-type: none"> <li>• Generating the greatest impact for the least effort. Keeping it simple and systemising for efficiencies.</li> </ul>
Excellence	<ul style="list-style-type: none"> <li>• Delivering work to the highest standards with professionalism and integrity. The quality of work is evident to all.</li> </ul>
Passion	<ul style="list-style-type: none"> <li>• Passion for a safe, fair, and sustainable marketplace for consumers drives our impact and the achievement of our organisational goals.</li> <li>• Engaging with energy and excitement.</li> </ul>

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
- 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) to [CBroyd@consint.org](mailto:CBroyd@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 20 June**, however, we will be reviewing applications and interviewing on an ongoing basis prior to the deadline so please do apply early.

If you have any questions please contact Charlotte [CBroyd@consint.org](mailto: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.