

JOB DESCRIPTION

Job title: Lead, Events Management

Location: Remote working. Candidates from all geographies will be considered and international experience and languages are a plus. Employment terms may differ depending on location.

Managed by: Head of Communications and Membership

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

Salary: £45,000 – 50,000 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.

As we implement our 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 pressing global issues. The summit will convene 300-500 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 exceptional Event Lead to drive forward our hybrid summit planning, delivery and evaluation. Key aspects of the position include mapping and delivering a clear event plan, coordinating the team to work to this plan, building a relationship with the host government of the Summit and playing a key part in facilitating a dynamic event atmosphere that excites and inspires attendees. The Event Lead will work well with our enthusiastic, friendly team and be an excellent coordinator. They will have good relationship building and negotiation skills with senior stakeholders, be an apt project manager and experienced in running major impactful events.

This is a fantastic opportunity for an event enthusiast to put one of the most significant events for 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.

Key Responsibilities

Project Management

- Develop and deliver a detailed project plan
- Implement the project plan with diligence and to set deadlines
- Develop and manage an accurate event budget, including allocation for the host government
- Co-ordinate the Consumers International team, assign clear roles and responsibilities for team members to assist with delivery (e.g. programming, communications) and keep the team to deadlines
- Monitor, report and track against goals and budget
- Conduct a robust debrief to set the organisation up with a clear template for future events

Host location

- Take forward the process to identify and secure the location of the Summit
- Further develop our Summit concept to present to the host government, alongside clear responsibilities
- Coordinate and take a lead on outreach to potential hosts and partners to secure the venue
- Draft important event documents such as the MoU for the host government and Consumers International

Relationship management and negotiation

- Build and manage trusted relationship with the host and mitigate issues that arise
- Manage relationships and negotiations with logistic suppliers to appropriate standards and budget
- Build trusted relationships with senior stakeholders involved in the event

Event logistics

- Identify appropriate venue, accommodation, catering and onsite transport for the event and ensure appropriate needs are secured in a timely fashion
- Ensure onsite delivery and issue management

Event systems

- Ensure all appropriate systems are in place to support communications, registrations and programming
- Take forward plans for the General Assembly of the event, including voting process and systems

Other

- Design a unique and inspiring participant experience
- Excellent collaboration and communication
- Lead on event planning in team meetings and other Consumers International-wide communications
- Carry out other specific activities related to the project as required

Personal Specification

ESSENTIAL REQUIREMENTS	CRITERIA
EXPERIENCE & UNDERSTANDING	<ul style="list-style-type: none"> • Six years' experience in overseeing remote and/or in person event delivery • Experience of delivering major events convening 200 – 300 in person
SKILLS AND ABILITIES	<ul style="list-style-type: none"> • Exceptional budgeting • Excellent relationship management skills and able to work well with senior stakeholders • Strong research and negotiation skills • Attention to detail • A cooperative team worker, who can get the best out of staff • Strong organisation and multi-tasking skills • Calm under pressure • Fluent in spoken and written English • Exceptional project management skills • Well adept in using of event management tools and systems • Excellent communication skills, both oral and written
OTHER ESSENTIAL REQUIREMENTS	<ul style="list-style-type: none"> • Commitment to the aims and objectives of Consumers International • Able to thrive in an entrepreneurial environment • Clear understanding of the sensitivities, challenges and opportunities of running global events • Good global experience, working with those from different cultures, skills and backgrounds • Able to quickly adapt and work in a fast-paced work environment • Comfortable working without close supervision • Comfortable building event planning frameworks from scratch • Experience in risk mitigation for online and hybrid event delivery • Outstanding collaborator, with the ability to build strong relationships internally and externally • Proven experience in event and travel logistics • Proven experience in soliciting sponsorship and funding for events • Able to travel to site location and be the onsite lead
DESIRABLE REQUIREMENTS	<ul style="list-style-type: none"> • Second language would be an asset (French, Spanish or Arabic) • Knowledge of running a general assembly and/or governance voting

Our Values

The Consumers International team strives to live the following values:

Leadership	<ul style="list-style-type: none"> • 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.
Inclusivity	<ul style="list-style-type: none"> • In delivering our strategy, creating the space to listen and understand views, and diversity of participation and representation.
Caring	<ul style="list-style-type: none"> • Caring about the career development and success of our colleagues and how our team collaborates together. • Caring about the future of consumers and members and achieving impact for them through our strategy and change agenda.
Innovation	<ul style="list-style-type: none"> • Pursuing new creative ideas that have the potential to change the world.
Agility	<ul style="list-style-type: none"> • Adapting quickly in response to opportunity.
Efficiency	<ul style="list-style-type: none"> • Generating the greatest impact for the least effort. Keeping it simple and systemising for efficiencies.
Excellence	<ul style="list-style-type: none"> • Delivering work to the highest standards with professionalism and integrity. The quality of work is evident to all.
Passion	<ul style="list-style-type: none"> • Passion for a safe, fair, and sustainable marketplace for consumers drives our impact and the achievement of our organisational goals. • Engaging with energy and excitement.

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.

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 **Wednesday 02 November 5pm**. We will be reviewing applications and interviewing on an ongoing basis so please do apply early.

If you have any questions please contact Charlotte CBroyd@consint.org.

Updated: October 2022

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.