

## JOB DESCRIPTION

**Job title:** Lead, Event Networking & Delivery

**Location:** Remote working, ideally located or with easy access to Kenya (see details below)

**Managed by:** Lead, Event Management *(with 'dotted line' to Head of Communications and Membership)*

**Contract:** Fixed term, full-time, four-month contract

**Salary:** £42k per annum (pro rata for the four-month contract, with possibility of extension)

---

## 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.

## Purpose of the role

In 2023 we will host our prestigious [Global Congress](#) in Nairobi, Kenya. Held every four years this not only affirms our solid reputation advancing consumer rights but brings together inspiring leaders from our Members to unite around pressing global issues. The Congress will convene 300 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 enthusiastic Event Lead to co-lead delivery and to build credible links with partners to champion the event across the region and within Kenya. The Event Lead will work well with our enthusiastic team and be well comfortable working independently. They will be well organised, adept in dealing with senior stakeholders, and have a passion and drive for delivering our major global event.

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 Alex Mitchell: [a.mitchell@consint.org](mailto:a.mitchell@consint.org) or Charlotte Broyd [cbroyd@consint.org](mailto:cbroyd@consint.org).

# Key Responsibilities

## Congress delivery

- Co-lead core aspects of delivery of the event.
- Oversee engagement with suppliers, including a production company to support hybrid components, interpreters, and an event management company.
- Be a liaison point for several high-level speakers at the event, and help to facilitate a seamless experience for all delegates.
- Co-lead coordination of staff at the event.

## Promotion across the African region

- Lead on promoting the event in the African region, through networking, regional media and other communications avenues.
- Support the convening of several partners in Kenya (including a group we have established of our Members in Kenya, NGOs and business). Work with that group promote the event and ensure it is relevant to the national context.
- Support promotion at the event itself, working with the Consumers International Communications Team to help generate key messages, takeaways and visuals from event sessions (plenaries, workshops and panel debates).

## Team working:

- Communicate effectively and collaborate enthusiastically with other team members.
- Support liaison with event partners, the Competition Authority of Kenya and COMESA.

## Other:

- Take full responsibility for the completion of properly delegated tasks.
- Contribute to team meetings and other Consumers International-wide communications.
- Carry out other activities related to the project as required by the event delivery team.

# Personal Specification

ESSENTIAL REQUIREMENTS	CRITERIA
EXPERIENCE & UNDERSTANDING	<ul style="list-style-type: none"> <li>• Three years' experience in the delivery of international events</li> <li>• Experience of event administration and production</li> </ul>
SKILLS AND ABILITIES	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Strong organisation skills</li> <li>• Calm under pressure</li> <li>• An ability to confidently deal with enquiries via email and phone, with a range of stakeholders of all strata.</li> <li>• Fluent in spoken and written English.</li> <li>• Strong IT skills including Microsoft Excel.</li> <li>• Adept in using event management tools and systems</li> <li>• Experience of writing communication materials for a non-academic audience</li> <li>• Strong networking and engagement skills</li> <li>• Understanding of how to make a hybrid event work for online participants</li> <li>• Well used to dealing with event suppliers.</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 quickly adapt and work in a fast-paced work environment</li> <li>• Collaborative and confident approach to working in a team and ability to work well independently</li> </ul>
DESIRABLE REQUIREMENTS	<ul style="list-style-type: none"> <li>• Strong network of NGOs, media and others in Kenya and/or the African region</li> <li>• Event media experience</li> <li>• Second language would be an asset (French, Spanish or Arabic)</li> <li>• Experience in delivering major in-person events</li> <li>• Experience working with a global organisation, with those from different cultures, skills and backgrounds</li> <li>• Experience in using Content Relationship Management systems (e.g. Salesforce).</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:

Employee benefits offered will be in line with the statutory requirements in effect for the regional location that the applicant resides in.

# How to apply:

If you are interested in this position, please share your CV and a covering letter (no more than two pages) to [recruitment@consint.org](mailto: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 **midnight UTC Monday 28 August 2023**. We will be reviewing applications and interviewing on an ongoing basis so please do apply early.

If you have any questions please contact Alex Mitchell at [amitchell@consint.org](mailto:amitchell@consint.org) or Charlotte Broyd [cbroyd@consint.org](mailto:cbroyd@consint.org).

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.