

Event Consultant

Location: Distributed ('remote') working, with a preference for location in Kenya (see details below)

Point of Contact: Lead, Event Management

Project Duration: 4 months contract

Budget: £14,000

Deadline for expressions of interest: Midnight UTC Monday 28 August 2023

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 consultancy

From December 03-06 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 a consultant to lead core aspects of the event delivery as well as to build credible links with partners to champion the event across the region and within Kenya. The consultant will have solid event management experience, they will be 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 or Charlotte Broyd cbroyd@consint.org.

Scope of work

This is an initial scope of work, for discussion and adaptation.

Communities engagement hub

- 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 liaison with event partners, the Competition Authority of Kenya and COMESA.
- 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).

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.

Experience

- Five years' experience in the delivery of international events
- Experience of event administration and production
- Strong organisation skills and attention to detail
- Fluent in spoken and written English.
- Adept in using event management tools, CRM systems and Excel
- Experience of writing communication materials for a non-academic audience
- Strong networking and engagement skills
- Understanding of how to make a hybrid event work for online participants
- Solid understanding of event supplier management, including to delivery a successful hybrid delivery
- Able to quickly adapt and work in a fast-paced work environment
- Collaborative and confident approach to working in a team
- Strong network of NGOs, media and others in Kenya and/or the African region (desirable)
- Event media experience (desirable)
- Second language - French, Spanish or Arabic (desirable)
- Experience working with a global organisation, with those from different cultures, skills and backgrounds

Expressions of interest

If you are interested in this position, please share your CV or portfolio and your expression of interest (no more than two pages) with recruitment@consint.org.

Deadline for applications: Midnight UTC Monday 28 August 2023, interviews may be held on a rolling basis.

For any questions relating to the job role, please contact Alex Mitchell, Event Lead: amitchell@consint.org.

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.