



Terms of Reference: Global Convening Event Manager, Remote

Average of 2 days per week between 4 September and 30 November 2023 (working schedule to be defined in line with the event's project plan) with availability to attend the event likely to be in Berlin, Germany for 3-4 days during November 2023.

Pay rate: Up to GBP 250 per day, depending on skills and experience.

Balanced Economy Project is committed to being an inclusive organization and we encourage applications from all backgrounds.

Background

Balanced Economy Project is seeking a Global Convening Event Manager to organize our first international anti-monopoly in-person convention, likely to be held in Berlin during November 2023. We are anticipating attendance of 30-35 people over 2 days.

We envisage a successful event that will result participants unified behind a common vision they have co-created, strong connections that form the basis of ongoing collaboration between and among participants, and a plan of action in 2024 for joint activities. To deliver this, participants require stress-free travel, comfortable accommodation and working environment, and clarity of information around plans, responsibilities, and expectations before, during and following the event. The event organisers will design a summary project plan and would like to maintain regular contact with the events manager.

Objective

The purpose of this role is to ensure that the event is planned and delivered smoothly. You will lead the end-to-end management of this event, including liaising with internal and external stakeholders, formally communicating with attendees and speakers, organising travel, catering, accommodation, and venue bookings, working with our facilitators to create a well-designed and successful event schedule, being on-site support for the event, managing costs to within an agreed budget alongside other ad-hoc tasks to ensure the event is a success.

Timelines

- Deadline for applications – Monday 14th August
- Interviews – w/c 14th August
- Reference checks and contracting – w/c 21st August
- Start date – w/c 4th September
- Tentative date of event: (likely between 29th November – 6th December)

- End of contract: 8th December

Skills and experience

- Previous experience in successful administration and management of events.
- Previous experience of keeping track of events budgets.
- Confidence in speaking to external and internal stakeholders.
- Hard-working team player.
- English as a working language.
- Familiarity with campaigns and advocacy and ability to generate communication assets during the event.

Application process

If you would like to apply for this opportunity, please submit the following to claire@balancedeconomy.net by Monday 14th August:

- CV and confirmation that you are in / able to be in Berlin during November/early December 2023
- Up to 500 words covering your experience, skills and proposed approach to this work
- Contact details for two references