

# JOB DESCRIPTION

## ROLE DETAILS

<b>Job Title:</b>	Events Coordinator
<b>Reports to:</b>	R2HC Senior Portfolio Manager
<b>Line management responsibility:</b>	N/A
<b>Budget responsibility:</b>	N/A
<b>Salary band:</b>	P1 (Professional)

Our salary bands are benchmarked externally. New staff usually join at the bottom of the salary band to allow for progression and consistency with existing staff.

<b>Location:</b>	London, Cardiff, Edinburgh, Manchester or remote within the UK.
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We operate a remote first working environment whereby staff are able to choose to work from home or their office of reference. Staff are expected to attend in person meetings on a monthly basis (at most) to support collaboration and connection with team members.

<b>Hours:</b>	Full time (35 hours per week)
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We aim to support flexible working as much as possible and requests for non-standard or part time hours will be considered.

## ABOUT US

We are Elrha. A global organisation that finds solutions to complex humanitarian problems through research and innovation. We are an established actor in the humanitarian community, working in partnership with humanitarian organisations, researchers, innovators, and the private sector to tackle some of the most difficult challenges facing people all over the world.

Under our [Strategy](#) we aim to work within the humanitarian community to build a global research and innovation system that is relevant, responsive to need, and able to effect transformative solutions. Our strategy sets out our [values](#) which are demonstrated across our work and how we hold ourselves accountable.

- Putting people at the centre
- Working with others
- Acting responsibly
- Committed to learning
- Inspiring change

Details of our programmes and how we're improving outcomes for people affected by humanitarian crises through research and innovation is available on our [website](#).

## TEAM/ ROLE CONTEXT

Elrha is a global organisation that supports and champions research and innovation in the humanitarian sector. We are preparing for two major events in 2025 that will be held in Nairobi, Kenya:

- an Innovation Forum "Bridging Innovations: Scaling Solutions through Strategic Partnerships and Inclusive Engagement," scheduled for February 2025, led by the HIF (Humanitarian Innovation Fund) team
- a Research Forum, scheduled for April/May 2025, led by the R2HC (Research for Health in Humanitarian Crisis) team alongside a regional co-host/partner (to be confirmed).

The events will run consecutively with some overlap in planning; learning from organising the Innovation Forum will feed into Research Forum planning.

Each Forum provides an opportunity to amplify the impact of humanitarian research and innovation through strategic collaboration and knowledge sharing with the humanitarian community. With an anticipated attendance of 100-150 participants at each event, the Forums will serve as a platform for fostering strategic partnerships and enhancing the adoption of innovative solutions to humanitarian challenges and sharing best practice in conducting research in crisis settings.

## JOB PURPOSE

This role is accountable for coordinating the effective planning and delivery of our two Forums, incorporating a broad range of activities from event planning, participation and post-event learning and evaluation.

The Event Coordinator facilitates internal collaboration between our programmes, communications, and operations teams, and will ensure seamless coordination with the external Events Management Company (EMC) to oversee effective event logistics. This is a critical role that will contribute to shaping two events that seek to redefine humanitarian response for greater impact and sustainability.

This role will also support Elrha teams with other event activities related to the Forums, including annual sector events where Forum content may be repurposed and further promoted or optimised.

## KEY ACCOUNTABILITIES

### Event Production

- Coordinate activities related to development of programme content, such as calls for abstract submissions and reviews, through liaison with our internal programme teams, their respective Advisory Group and Steering Committee, and partner institutions from the region.

- Co-ordinate briefing materials and content development for panel chairs, speakers, and presenters and support them to prepare their presentations and other forms of contributions.
- Contribute to how the events run and modalities for engagement, helping ensure these are participatory, inclusive and maximise opportunities for networking.
- Liaise between the EMC and Elrha, to determine and manage participant lists and contact details, tracking all deliverables, and raising any matters of concern.
- Co-ordinate activities with the venue including resolving participant inquiries for both events.

### Internal Coordination and Communication

- Coordinate activities and information sharing across internal teams within Elrha including organising meetings, capturing minutes, sharing regular updates, supporting logistics and proactively acting in response to action points.
- Utilise effective project management software (MS Project or similar) to effectively coordinate work across teams' planning schedules.
- Coordinate the payment of expenditures including supplier invoices and participant costs, ensuring all transactions are recorded, coded accurately and processed in time as per contracts terms and payment deadlines ready for budget approval.

### External Communications and Production

- Coordinate procurement and contracting administration, and support supplier management as required, liaising with the EMC and the communications team.
- Coordinate and develop content with the communications team to support event promotion, production and engagement with participants, both pre-and post- event.
- Support the communications team and the EMC to track the production and delivery of event materials against agreed standards, timeline and budget.
- Work with programme teams and the communications team to support the organisation of a related webinar series, coordinating content and speakers, and promotion.

### Post Event Learning and Evaluation

- Work with Elrha colleagues to determine appropriate success indicators for both Forums' objectives, and design and deliver appropriate tools to capture participant feedback and learning and support with measurement and evaluation.
- Coordinate and develop post-event reports and reflections, capture learnings and inputs from participants for post-event products

### Responsibilities of all Elrha employees

- Promote and adhere to our organisational values at all times, demonstrating behaviour which supports the achievement of our strategy.
- Work within Elrha's guidelines for flexible and remote working practices, including attending in person meetings in Cardiff and/or London on occasion and as required.

- Undertake any other duties as assigned in support of Elrha’s purpose and objectives.

## PERSON SPECIFICATION

### Essential

#### Qualifications and experience

- Demonstrable experience in event management/ coordination including supporting large-scale international and multi-cultural events.
- Experience of working successfully with event management companies and external suppliers in the delivery of international events
- Experience of using project management tools and methodologies to ensure events are delivered on time, in budget, using MS Project or similar.
- Experience of building strong professional relationships with stakeholders
- The ability to collaborate with diverse and multi-cultural teams and stakeholders.
- Experience of developing and delivering events communications materials, working with brand and accessibility guidelines.

#### Skills, abilities and attributes

- Proficiency in digital communication tools and experience with online (webinar) and hybrid events and related software.
- Excellent organisational skills, with the ability to plan and prioritise work even when under pressure of tight deadlines.
- Excellent problem solving skills and adept at handling complex logistics and high-pressure situations
- Excellent written and verbal communication skills in English, with demonstrated ability to present information in a clear and compelling manner.
- Good level of financial acumen and numeracy, in particular of tracking budgets and expenditure.
- Ability to effectively follow organisational processes relating to procurement, contract management, finance and operations in the delivery of events.
- High degree of computer literacy, including knowledge and experience in the use of Microsoft packages, ideally including SharePoint and MS Project.
- Strong attention to detail to ensure implementation of work to required standards and tight deadlines, often under pressure.
- Resourceful, proactive, flexible and with the ability to work in a constantly changing environment.
- Ability and availability to travel to Nairobi, Kenya, during February 2025, and April/May 2025 (subject to exact dates within those months).

### Desirable

- Experience of managing events in the humanitarian sector.
- Experience of working internationally, and with working knowledge of other languages, (such as official UN languages) with Arabic or French particularly desirable.
- Knowledge and experience of supporting inclusive and accessible events, including accessibility approaches, translation, live captioning, etc.

- Experience of designing participant feedback mechanisms and related event evaluation processes.

## CHILD PROTECTION LEVEL 1

The responsibilities of the post do not require you to have contact with children or young people.

We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of vetting checks including a criminal records disclosure.