

World Obesity Federation
Job Description

Job Title	Events Coordinator
Reports to	Events Manager
Team	Events and Communications
Full Time/ Part Time	<p>Full Time</p> <p>9 months maternity cover with possibility for longer engagement</p> <p>Application deadline: 18 October (will interview earlier depending on CVs received)</p> <p>First interview: 22-23 November</p> <p>Second interview: 5 November (successful applicant informed by 6 November)</p> <p>Ideal start date: Early December or late November/ ASAP</p>
Key Relationships	<ul style="list-style-type: none"> • Professional Education & SCOPE team • Communications team • Head of Policy • Event suppliers, delegates, speakers and sponsors • WOF members and committees
Position overview	<p>World Obesity Federation is seeking an Events Coordinator to join their team.</p> <p>World Obesity Federation (WOF) is a worldwide federation with over 100 members and takes a holistic view of obesity from cause and prevention to treatment. WOF is a lead partner to global agencies on obesity, including WHO, and a member of the Global Obesity Coalition.</p> <p>This position will begin assisting the Events Manager with the events programme and continue as maternity cover in 2025. Main responsibilities will include managing the educational events programme including in person obesity management training courses ‘Scope Schools’ as part of the SCOPE e-learning site held regularly throughout the year, and monthly educational webinars, alongside the Head of Education.</p> <p>Also working with Head of Policy on medium sized events such as the Global Obesity Forum in person in New York in September 2025, and other smaller policy and fundraising meetings throughout the year. Also included in the role is managing webinars for World Obesity Day and other campaign days.</p> <p>It will also involve managing the planning of the bi-annual congress the International Congress on Obesity to be held in Mexico City June 2026, overseeing the work of the PCO and organising committees to ensure development is on schedule and key milestones are achieved.</p> <p>Essential skills and experience - experience of managing medium sized global events and conferences on an international scale, working with global stakeholders. Excellent administration and organisational skills, right to work in the UK and able to travel internationally on a regular basis.</p>

Key Responsibilities

Core responsibilities include but are not limited to the following:

- To begin supporting the Events Manager in running the event portfolio for the remainder of 2024
- To complete a maternity leave handover with Events Manager and take over running the events programme from January – September 2025
- To support the SCOPE Professional Education team with organising SCOPE Schools and Scope Sessions webinars
- To support the Head of Policy in planning and organising the Global Obesity Forum in September 2025 and other policy events
- To continue overseeing planning and management of bi-annual congress ICO 2026 with the professional conference organisers and planning committees
- To support the Communications team with event information and delegation of marketing duties
- Be willing to travel and manage the events on site

Venue:

- Venue sourcing and organising contracts with suppliers
- Work with Communications team to produce banners and slides
- Deal with suppliers in relation to SCOPE Schools such as venues, translators, signage and marketing

Speakers and Committees:

- Work with Head of Education to finalise speakers and agendas for Scope Schools
- Invite and liaise with speakers for travel and accommodation requirements and manage expenses
- Produce the speaker information – biographies, invites, faculty form, itinerary and thank you letters
- Work with Education and Communications teams to learn about WOF members and committees and who we work with to organise SCOPE Schools in different regions

International Congress on Obesity:

- Work with Events Manager to learn about process and status of organising ICO
- Set up virtual organising and programme committee meetings
- Continue relationship with key planning team at MCI and adhere to the planning timeline making sure key milestones are completed
- Continue ICO 2028 expression of interest and bidding process

Delegate Management:

- Manage and maintain events registration system and ensure all delegates are registered accordingly
- Create registration reports as and when required
- Produce delegate badges with external supplier
- Produce all delegate material – programme, joining instructions, delegate list
- Produce and evaluate delegate feedback survey

Marketing:

- Send copy for e-shots and newsletters to promote events
- Prepare copy for comms to create marketing material, and organise printing of banners and collateral with suppliers
- Work with Comms to update and maintain the events section of the website
- Organise booth and material for external events such as Obesity Week/ ECO
- Attend regular morning catch up calls with comms team

Finance:

- Obtain quotes from service providers

	<ul style="list-style-type: none"> • Order events material maintain an inventory • Ensure expense policy is reviewed and adhered to for staff and speakers • Use budget template and monitor costs to work within budget • Approve speaker and staff flights for events within budget • Work with Head of Education to draft event budget proposals
Post holder Requirements <i>Education and Qualifications</i>	<ul style="list-style-type: none"> • Experience working in a professional office environment • Fluent in written and spoken English
<i>Essential Knowledge & Experience</i>	<ul style="list-style-type: none"> • IT skills • Excellent written and spoken communication • Organisational and administration skills • Troubleshooting and time management • Ability to work independently and confidently in a virtual setting • Ability to travel internationally on regular basis • Prior experience working in event management in global environment
<i>Desirable Knowledge & Experience</i>	<ul style="list-style-type: none"> • Prior experience running events remotely and virtually • Prior experience managing a website • Prior experience using Salesforce
Location	<p>Right to work in the UK</p> <p>Hybrid working with regular visits to London at least once a month</p> <p>Ability to travel internationally regularly</p>