

Job title: Global Strategic Events Manager

Reports to: Director of Fundraising

Contract: Permanent

Location: London. We operate a hybrid working model with two days a week in the office

Role Purpose:

To manage and grow Global Witness' events programme with a view to increasing our international profile and visibility across key fundraising, communications and campaigns audiences. We aim to make the best strategic choices and be in the right places to demonstrate leadership and impact across the climate sector so we can raise more income and have more influence. This role will work with colleagues from across the organisation, including the CEO and Leadership Team, to support those aims by planning and delivering events globally, ranging from fundraising events through to panels and installations at major convenings like COP and London and New York Climate Weeks.

Key responsibilities and accountabilities

Event planning and management

Managing a range of events of different sizes and formats in different parts of the world. This could include fundraising events such as existing/prospective donor gatherings, advocacy-focussed events where we convene stakeholders and decisionmakers to support our campaigning activity, and co-ordinating Global Witness events/panels/installations etc at major global convenings such as COP or New York Climate Week.

For smaller-scale events, you will be responsible for end-to-end management. For larger-scale activity, you will lead on managing external agencies and internal stakeholders.

Responsibilities include:

- Manage and deliver our annual programme of known events such as COP and Climate Weeks, in line with our brand, campaigning and fundraising objectives
- Advise and support on new opportunities, helping us to make the right decisions and use our staff time and budgets effectively.
- Working closely with relevant teams, spot opportunities to hold events with relevant partners in key Global Witness jurisdictions and new opportunities to raise profile.
- Work closely with relevant teams, lead on event design with attendee experience in mind.
- Lead on venue scouting and supplier sourcing for events of all sizes

- Build and maintain working relationships with key venues and suppliers
- Manage logistics for catering, AV, security and any other needs, including interpretation and inclusion.
- Manage project timelines and budgets, ensuring events are delivered seamlessly and on budget
- Co-ordinate invitations, RSVPs, and guest communications, and ensure records are updated on our internal systems
- Co-ordinate events marketing on owned channels with the Communications team.
- Ensure compliance with all relevant health and safety and safeguarding regulations and ongoing maintenance of risk register
- Ensure all event materials and installations are in line with Global Witness brand guidelines
- Liaise with invited speakers/VIPs and arrange travel and accommodation as necessary
- Where relevant, ensure remote/digital access to events and/or recordings and event photography are in place
- Where necessary, sourcing and managing external events agencies to support, and being the day-to-day point of contact for the agency
- Build a culture of continuous learning through co-ordination of post-event evaluation and feedback

Internal activity support

- Support the CEO and LT on event prioritisation and preparation.
- Advise on all aspects of logistics, safeguarding, compliance, health and safety and event practicalities
- Ensure that the Global Witness brand is suitably represented and that activities adhere to our brand positioning
- Work closely with the Communications team on the production of any physical or digital collateral associated with the event
- Oversee the production and maintenance of an internal event toolkit that provides the organisation with the tools and information they need to deliver high-quality events
- Manage Global Witness' events inbox and share events requests with relevant teams

Ways of working and collaborating

- Work proactively to support the organisation in meeting its purpose, strategy, and priorities, with an 'external first' mindset.
- Works in line with the Global Witness values of courage, inclusion and belonging, kindness and collaboration in all interactions internally and externally
- Work collaboratively and positively across the team and whole organisation contributing to cross organisation projects, key events, and initiatives



- Responds to challenge, explores new ideas and takes initiative in all aspects of teamwork
- Builds and maintains positive relationships with diverse range of external allies and colleagues
- Demonstrates an active commitment to creating a diverse and inclusive environment at external events and in the workplace. This includes ensuring we demonstrate best practice around partner involvement, voice, representation, anti-racism and decolonisation.
- Work within Global Witness policies and procedures at all times, including confidentiality, source protection and security, legal and contractual requirements, and general office procedures.

Other

- Where required, oversees the work of other team members, interns or consultants
- Carries out any other duties equal to the skills and responsibilities required for this role.
- Due to the nature of this role it will require overseas travel and out of hours working

Person Specification**Essential**

- Proven experience in end-to-end global events management
- Proven experience of remote event management and logistics
- Experience of organising and managing multi-lingual and inclusive events
- Displays the ability to problem solve and troubleshoot immediate and unexpected challenges or issues
- Possesses strong organisational and project management skills
- Ability to work cross organisationally, juggle multiple requests and team priorities. This includes managing workload of yourself and others, with an ability to prioritise/say no.
- Displays excellent attention to detail
- Clear spoken and written communication skills, with the ability to tailor communications for a wide range of audiences and partners
- Is able to manage competing priorities and work to tight deadlines
- Has a creative mindset with a desire to innovate and propose new ideas and approaches
- Has a highly collaborative approach with experience of managing multiple internal and external stakeholders
- Has self-awareness, understands own strengths, limitations, and impact on others
- Displays an alignment to the Global Witness values and actively participate in Global Witness' diversity and inclusion journey

Desirable

- Experience running fundraising events (e.g. donor dinners, drinks events for funder cultivation/stewardship, online/in-person funder briefings)
- Professional working proficiency in a language/languages other than English (especially Spanish, French or Portuguese)
- An interest in, and understanding of, the issues Global Witness works on, and the cultural sensitivities and potential challenges associated with it