

Event Administrator Job Description

Department / team	Events team
Location	FIGO House, Waterloo Court, 10 Theed Street, London, UK
Main purpose of job	Support the organisation and delivery of FIGO events – including the biennial FIGO World Congress, online and regional events, webinars and internal FIGO events – through the provision of timely and accurate administrative and logistical support.
Reporting to	Event Manager
Budget responsibility	To support the events and finance team in recording income and expenditure of FIGO events including invoice filing, budget tracking and reporting.
Organisational relationships	Chief Operating Officer, Communications and Engagement team, Education, Finance team, FIGO Programmes and the International Journal of Gynecology and Obstetrics (IJGO), FIGO Divisions and Committees, Member Societies, Congress Organising Committees, Scientific Programme Committees, Local Organising Committees, Professional Conference Organisers (PCOs)
Hours / tenure	37.5 hours per week excluding lunch breaks. 12 months fixed-term contract.
Job context	<p>The International Federation of Gynecology and Obstetrics (FIGO) is the world's largest alliance of national societies of obstetrics and gynaecology, bringing together professionals from more than 130 countries and territories. For over 65 years, FIGO has collaborated with the world's top health, rights and donor bodies. We are in official relations with the World Health Organization (WHO) and consultative status with the United Nations (UN).</p> <p>FIGO is dedicated to the improvement of the health and rights of women and girls and to the reduction of disparities in health care, as well as to advancing the science and practice of obstetrics and gynaecology. We pursue our mission through education, research implementation, advocacy and capacity building with our member societies.</p>

<p>Specific responsibilities</p>	<p>Event administration</p> <ul style="list-style-type: none"> • Provide administrative support to key event stakeholders including Congress Organising Committees, Scientific Programme Committees and Local Organising Committees. • Provide administrative support to the team related to event budgets, such as submitting invoices and reimbursement claims for approval. • Play an active role in the delivery of high-quality end-to-end administrative support to key event stakeholders, including speakers, partners, dignitaries and government officials. • Manage FIGO’s event-related inboxes, triaging queries and coordinating responses. <p>Event logistics</p> <ul style="list-style-type: none"> • Support the Event Manager with the coordination of side meetings and events, working closely with FIGO Programmes, Member Societies, Divisions and Committees, the IJGO and Communications and Engagement teams and PCOs. • Support the Event Manager with the coordination of fellowships and awards, working closely with the FIGO Secretariat and PCOs. • Support the delivery of internal FIGO events, researching venues, coordinating with suppliers and assisting programme development. • Support the delivery of FIGO webinars and online masterclasses, maintaining a calendar to ensure the smooth delivery of engaging and varied learning content. <p>Marketing and communications</p> <ul style="list-style-type: none"> • With the Senior Event Coordinator, create and distribute event newsletters, tracking and recording engagement data. • Research opportunities for and conduct cross-promotional outreach with journals and related events, coordinating with relevant partners to ensure agreed deliverables for all parties are met. • Support the development of event brand identities, promotional assets, website and mobile app designs, venue signage, swag and merchandise and printed programmes. • Support the development of FIGO’s contact databases (CRM and other systems such as event management software) to help maximise engagement opportunities across all FIGO events. • Help to champion the FIGO and World Congress brand guidelines, including visual identity, house style and tone of voice guidance.
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	<p>Monitoring and evaluation</p> <ul style="list-style-type: none"> • Coordinate internal feedback surveys for FIGO events, such as for FIGO Staff and Congress Committees, preparing and sharing reports that summarise the responses for future learning. • Coordinate internal wash-up meetings for FIGO HQ, Congress Committees and suppliers. • Support the collection of robust data relating to events to inform FIGO’s work and help us to evaluate and improve our impact. • Contribute to the preparation of regular and marketing campaign-specific reports, providing timely analysis and continuous feedback loops to ensure we are always learning from and moving forward our approaches. • Support continuous improvement of event workflows, including ways of working, templates, policies and platforms.
<p>Generic responsibilities</p>	<ul style="list-style-type: none"> • To adhere to and comply with FIGO Policies and Procedures. • To contribute to the work of the department and/or team and FIGO. • To travel to / attend international meetings and events (and represent FIGO at external meetings and events if required). • The above list of responsibilities does not define or limit the work which you are employed to do and you may be required to do any work within your capability which FIGO requires of you from time to time.
<p>N.B. This job description reflects the present requirements of the post. As duties and responsibilities change and develop, the job description will be reviewed and be subject to amendment in consultation with the job holder.</p>	

Event Administrator Person Specification

General and professional education
Desirable <ul style="list-style-type: none">• Degree-level qualification (or equivalent work experience in a related area).
Knowledge and experience
Essential <ul style="list-style-type: none">• Experience of supporting the delivery of in-person conferences or events.• Experience of working with stakeholders and decision makers, ideally academic committees, groups and volunteers.• Experience of coordinating suppliers (e.g. venue, catering, AV).• Experience of working independently and as part of a team, exercising autonomy and personal authority as needed.• Experience of administrating meetings, supporting agenda setting and taking minutes.
Desirable <ul style="list-style-type: none">• Understanding of event marketing and promotion, in particular through digital tools e.g. CRM, website and social media.• Experience of using event or contact management software, such as registration systems and abstract submission platforms.• Experience of working within a culturally diverse, internationally focused organisation.• Experience of working in a customer- or membership-facing role requiring interaction and high standards of professional communication with stakeholders.• Experience working within a charity, not-for-profit and/or membership organisation.
Skills, abilities and attributes
Essential <ul style="list-style-type: none">• Self-motivated, flexible and a creative problem solver.• Capable multi-tasker and excellent time management skills.• Excellent attention to detail.• Excellent writing, interpersonal and communications skills.• Collaborative approach with relationship building skills.• Ability to work within a small team.• Compassionate to issues pertaining to women's health, rights and gender equality.• Professional manner and approach to work.• Personal values that align with FIGO's mission and vision.• Excellent IT skills with confident use of MS Office (Excel, Word, PowerPoint and Outlook).• Confident in use of virtual meeting software e.g. Zoom Webinar, MS Teams.
Desirable <ul style="list-style-type: none">• Proficiency in French or Spanish could be an advantage.