

## Event Manager (Interim) Job Description

<b>Department / team</b>	Communications, Engagement and Events team
<b>Location</b>	FIGO House, Waterloo Court, 10 Theed Street, London,
<b>Main purpose of job</b>	As part of the Events team, support the organisation and delivery of FIGO events – including the biennial FIGO World Congress, online and regional events, webinars and internal FIGO events – providing world-class programming and an excellent experience to our growing network of stakeholders.
<b>Reporting to</b>	Senior Event Manager
<b>Budget responsibility</b>	To give contribution and support to budget setting and ongoing budget monitoring.
<b>Posts that this role manages</b>	Event Administrator
<b>Organisational relationships</b>	FIGO Chief Executive and Chief Operating Officer, Communications and Engagement team, 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, FIGO Board of Trustees, Professional Conference Organisers (PCOs)
<b>Hours / tenure</b>	37.5 hours per week excluding lunch breaks. 18 months fixed term contract.
<b>Job context</b>	<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>
<b>Major responsibilities</b>	The primary function of the Event Manager is to support the Senior Event Manager on the design and delivery of the biennial FIGO World Congress, online and regional events, webinars and internal FIGO events. The Event Manager leads on the development of exceptional programmes and provides class-leading stakeholder management.

<p><b>Specific responsibilities</b></p>	<p><b>Strategy and planning</b></p> <ul style="list-style-type: none"> <li>• Play an active role in the continual development of FIGO’s strategic approach to events – including by horizon scanning and forward planning – to ensure that FIGO’s reputation as a high-level global convenor of dialogues is maintained and strengthened.</li> <li>• Identify opportunities that help to raise the profile of FIGO as the global voice for women’s health and to highlight our value to member societies, partners and donors.</li> <li>• Actively seek opportunities for improvements to event workflows to inform FIGO’s tactical approach to events.</li> <li>• Contribute to the setting and monitoring of event-related budgets and procurement of services, with a particular but not exclusive focus on programme-related aspects.</li> <li>• Provide thought leadership and guidance to key Congress decision-making bodies, in particular Scientific Programme Committees.</li> </ul> <p><b>Programme management</b></p> <ul style="list-style-type: none"> <li>• Manage the development of frameworks, timelines, guidelines and templates to inform and support live event schedules and content production across FIGO’s calendar of global events.</li> <li>• Manage the collection, review and selection of proposed scientific content – including abstracts – developing submission guidelines and managing the build of the submission and review platform.</li> <li>• Manage the publication of Congress abstract books, setting timelines and acting as primary contact for the IJGO and publishers.</li> <li>• In coordination with the Senior Education Coordinator, produce high-quality enduring materials from FIGO events for the FIGO Knowledge Hub.</li> <li>• In coordination with the Senior Education Coordinator, secure the accreditation of FIGO event programmes.</li> <li>• Manage the planning and delivery of social programmes, in particular the welcome and closing ceremonies of FIGO Congresses.</li> <li>• Manage the planning and delivery of side meetings and events that run alongside the main event programme.</li> <li>• Act as subject matter expert on event programmes to inform the accurate and timely development of marketing and operational plans.</li> </ul>
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### **Stakeholder management**

- Manage and ensure the delivery of high-quality end-to-end logistical support to key event stakeholders, including speakers, partners, dignitaries and government officials.
- As a key liaison with FIGO's Scientific Programme Committees, manage resource to ensure the timely administrative delivery of committee meetings.
- Engage with and encourage collaboration among key stakeholders – including FIGO Leadership and Board of Trustees, Divisions and Committees, Programmes and Member Societies – to ensure cohesion and help align FIGO's events with our long-term strategic objectives.
- Actively seek opportunities to expand FIGO's partnerships and engagement with external stakeholders of FIGO events, including partner organisations such as the WHO and allied Regional Federations.

### **Event delivery and logistics**

- Support the Senior Events Manager with logistical delivery and management of services on programme-related areas such as venue design, AV and interpretation.
- Manage the logistical delivery of fellowships and awards at FIGO events.
- Support the on-site coordination of staff and suppliers at FIGO events.
- Support the development of event websites and mobile apps, ensuring all programme-related information is accurate and complete.
- 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.

### **Monitoring and evaluation**

- Manage post-Congress activities and communications related to monitoring and evaluation for wider stakeholders, including speakers and delegates.
- Contribute to FIGO's monthly and campaign-specific reporting and evaluation, providing timely analysis and continuous feedback to ensure we are always learning from and moving forward in our approaches.
- Play an active role in the collection and analysis of robust data relating to FIGO events (such as submissions, speakers and session attendance) to inform our work and help us evaluate and continually improve our events.

<b>Generic responsibilities</b>	<ul style="list-style-type: none"> <li>• To adhere to and comply with FIGO Policies and Procedures.</li> <li>• To contribute to the work of the department and/or team and FIGO.</li> <li>• To travel to / attend international meetings and events (and represent FIGO at external meetings and events if required).</li> <li>• 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.</li> </ul>
<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 Manager (Interim) Person Specification

<b>General and Professional Education</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Degree-level qualification or equivalent work experience in a related area.</li> </ul>
<b>Knowledge and Experience</b>
<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Demonstrable experience of delivering large-scale, multi-lingual events, harnessing the latest technology and trends to engage global audiences.</li> <li>• A proven track record of working with senior stakeholders and decision makers, including VIP speakers, academic committees, trustees and volunteers.</li> <li>• Strong experience of working within an internationally focused, membership-led organisation.</li> <li>• Proven experience of long-lead programme management, complex speaker logistics, committee liaison and on-site delivery.</li> <li>• Experience of developing sponsorship and marketing strategies that complement event programmes.</li> <li>• Proven ability to work with international event organisers, suppliers and partner organisations.</li> <li>• Proven experience of end-to-end operational delivery of events.</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of organising large-scale international medical conferences and events.</li> <li>• Management experience within the not-for-profit sector.</li> <li>• Experience in supplier procurement and management.</li> <li>• Experience of event-related budget setting and monitoring.</li> <li>• Line management experience.</li> </ul>

## Skills, Abilities and Attributes

### Essential

- An experienced communicator possessing excellent interpersonal, writing and communication skills.
- Proven ability to work with and influence a diverse and cross-cultural range of senior stakeholders (including senior health, government and corporate representatives).
- Strong negotiating and diplomacy skills.
- Highly adaptable, and able to prioritise and manage multiple work strands concurrently to strict deadlines.
- Adept at proactive planning and forward thinking.
- Excellent organisational skills and strong attention to detail.
- Facilitative, collaborative, compassionate and inclusive management style.
- Excellent IT skills with confident use of MS 365 suite of tools (including Excel, Word, PowerPoint, Outlook, SharePoint).
- Confident in use of virtual meeting software e.g. Zoom, MS Teams.
- Flexible and creative problem solver.
- Quick learner, able to understand and present on a variety of complex topics.

### Desirable

- Ability to communicate in French or Spanish could be an advantage.
- Excellent political insight, able to judge and deliver to colleague and stakeholder expectations.
- Experience with event management software, in particular abstract management.