

# Job Description

<b>Title:</b>	Events Manager
<b>Responsible to:</b>	Head of Governance
<b>Location</b>	Home-based
<b>Responsible for:</b>	Up to three full-time (fixed term) direct reports
<b>Key Working Relationships:</b>	Head of Membership and Regional Support, Regional Managers

## Job Purpose:

The purpose of this role is to provide expertise in events management, to project manage the 39<sup>th</sup> WAGGGS World Conference and to support regional teams in the delivery of five Regional Conferences.

## Main events 2025-2026:

In 2025, there will be five Regional Conferences: Western Hemisphere Region (July), Europe Region (July), Africa Region (July), Arab Region (August) and the Asia Pacific Region (August). The conferences in the Arab, Europe and Asia Pacific Regions will take place in-person but with some online elements, and the conferences in the Western Hemisphere and Africa Regions will be fully online.

The WAGGGS World Conference is a five-day event that will take place in Cambodia in June 2026 in partnership with the host organisation, the Girl Guides Association of Cambodia. This is the main platform for decision-makers in our 153 Member Organisations to gather for networking, learning and consultation on the direction of the Movement. A pre-event for youth attendees under the age of 30 will take place before the conference.

## Key Responsibilities:

### 39<sup>th</sup> World Conference

- Responsible for overall project management of the in-person 39<sup>th</sup> WAGGGS World Conference in 2026, ensuring that the event fulfils the objectives and is delivered on time and within budget.
- Coordinate the relationship with the host Member Organisation, the Girl Guides Association of Cambodia. Ensure communication is smooth and that WAGGGS' input to the event is provided within agreed timelines.
- Develop and oversee the implementation of a Memorandum of Understanding with the host Member Organisation.
- Management of the World Conference budget.
- Build and manage relationships with WAGGGS staff, volunteers, partners and Member Organisations, including working closely with volunteers involved in the delivery of the Conference.

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- Coordinate the World Conference programme in collaboration with the World Board, WAGGGS staff and volunteers.
- Responsible for developing and monitoring the risk assessment and contingency plan for the World Conference, including ensuring appropriate Safeguarding processes and procedures are in place.
- Support with the recruitment and induction of the Conference Planning team and other volunteer groups.
- Coordinate the evaluation and reporting for the World Conference.
- Monitor the work of the Events Coordinators and Youth Event Lead.
- Establish and deliver regular reporting to the necessary stakeholders, including monthly updates to the World Board and Senior Management Team.

## Regional Conferences

- Working closely with the respective Regional Manager, support the coordination and delivery of the five Regional Conferences taking place during July and August 2025.
- Take the lead on the logistics for the online governance elements of the Regional Conferences.
- Provide advice and support to the Europe Events Manager and Asia Pacific Events Coordinator in the Membership and Regional Support Team.

## General

- Line-management of the Events Coordinators and Youth Event Lead.
- Manage the contract with the Event Management platform provider, ensuring it is fit for purpose and used for appropriate events within WAGGGS.
- Development of events management resources and templates that can be used to support the delivery of other events within WAGGGS, including risk assessment, budget management and other templates.

# Person Specification

Area:	Essential:	Desirable:
Qualifications:	<ul style="list-style-type: none"> <li>Event Coordination or Project Management qualification or qualification by skills/experience</li> </ul>	
Experience:	<ul style="list-style-type: none"> <li>Strong experience as an Events Manager, and having organised multiple high-profile events, ideally in a variety of geographic locations.</li> <li>Experience of managing projects delivered in scope, on time and within budget.</li> <li>Experience of working with staff across cross functional teams</li> <li>Experience of budgeting and financial management</li> <li>Experience of working in a changing environment</li> </ul>	<ul style="list-style-type: none"> <li>Experience working in an international and/or membership organisation</li> <li>Experience of working with volunteers</li> </ul>
Skills and Knowledge:	<ul style="list-style-type: none"> <li>Excellent written and verbal communication skills.</li> <li>Excellent MS Office skills.</li> <li>Knowledge of event management software</li> <li>Knowledge in contract writing and management</li> <li>Ability to build and maintain relationships with third parties.</li> <li>A track record of problem solving.</li> <li>Ability to use critical and creative thinking to troubleshoot and design bespoke solutions.</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of the dynamics of international membership organisations</li> </ul>
Personal Qualities:	<ul style="list-style-type: none"> <li>Proven ability to operate in an organisation with numerous stakeholders.</li> <li>Proven ability to manage multiple projects in a fast-changing environment.</li> <li>Pro-active team player</li> <li>Excellent attention to detail</li> <li>Able to work on own initiative</li> <li>Creative approach to work</li> <li>Able to multitask whilst working on multiple projects.</li> <li>Able to deliver against tight deadlines</li> </ul>	

# Person Specification

Area:	Essential:	Desirable:
Other Requirements:	<ul style="list-style-type: none"> <li>• Fluent in spoken and written English.</li> <li>• Occasional work outside regular office hours</li> </ul>	<ul style="list-style-type: none"> <li>• Spoken and written Arabic, French and/or Spanish</li> </ul>
Working for WAGGGS:	<ul style="list-style-type: none"> <li>• Able to demonstrate a commitment to and be a role model for WAGGGS' organisational values of: Member Driven; Brave; Inclusive; Empowering; Transparent; Professional.</li> <li>• A passion and commitment for issues affecting girls and young women on a global level, and demonstrable ability to engage with girls and young women, either through a professional or personal background.</li> </ul>	<ul style="list-style-type: none"> <li>• A passion and commitment for issues affecting girls and young women on a global level</li> <li>• Demonstrable ability to engage with girls and young women, either through a professional or personal background.</li> </ul>

## Special Notes:

Applicants must have the right to work in the country they are based in.