



EVENT MANAGER

CONTRACT: Full-time, (35 hours a week)
14 months fixed term contract

SALARY: £45,000p.a.

JOB PURPOSE: The Event Manager is responsible for the planning and delivery of Peace Direct's 2025 global peacebuilding gathering in Kenya in line with the strategic direction and priorities of Peace Direct.

REPORTING TO: CEO

RESPONSIBLE FOR: Event Assistants (x2)

LOCATION: Based at Peace Direct's office in central London.
Hybrid working.

Closing deadline for applications: **Wednesday 6th November (23:30hrs)**

Interviews: **Tuesday 19th and Wednesday 20th November**



THE ROLE

If you have the expertise and enthusiasm for event management, this could be the role for you!

We are seeking a highly skilled and experienced **Event Manager** to help coordinate, plan and deliver **Peace Direct's 2025 global peacebuilding gathering** to be held in Kenya. The ideal candidate will have a proven track record of successfully managing large-scale events from inception to completion. This role requires excellent organizational, communication, and leadership skills to ensure the seamless execution of events.

The position is based in our friendly Central London office where we proudly operate a hybrid working system of 2 days per week in the office.

This brand new role is a 14 month contract specifically developed to deliver and roll out the event. Along with two Event Assistants under your direction, you will be responsible for managing and implementing the programme, including handling travel arrangements (100+ bookings), including flights, hotels, and transportation. You will have a solid background evidencing strong communication and interpersonal skills and the ability to build a smooth rapport with internal and external stakeholders critical to the success of the event. Stakeholders will include local suppliers, peacebuilders, funders and direct engagement with the venue and service providers and key donors.

We are looking for someone with a keen eye for detail to ensure a high professional standard is maintained - even under work pressures - and with budget management experience of large projects (exceeding \$250k), ensuring cost-effectiveness and adherence to financial and time constraints.

As part of being a Disability Confident Committed employer, we welcome people with disabilities or health challenges to apply and those who meet our Essential requirements as laid out in the job specification will be guaranteed an interview for the job for which you are applying, through our Disability Confident scheme (formerly known as the Guaranteed Interview Scheme).



INTERESTED? Then read on...

HERE'S HOW YOU CAN APPLY:

Please submit your CV and a covering letter that highlights, using the Person Spec of the JD, how you meet the criteria for this role via [Charity Jobs](#).

Your covering letter should be no longer than two sides of A4. Please indicate in your cover letter, should you choose to, whether you are applying through the **Disability Confident Scheme**.

We also offer candidates the choice of submitting a video clip (ie. a video cover letter) if this is preferable to a written cover letter. It should be **no more than 2 minutes in length**. You should email it as a video link via WeTransfer or any other file sharing tool to recruitment@peacedirect.org

The deadline for applications is 23:30hrs on Wednesday 6th November.

For the video cover letter, the following should guide your speaking points:

- Your name;
- The job you are applying for;
- Describe your overall skills and abilities (as they relate to the post being advertised);
- A brief description of your work experience (in relation to the post being advertised);
- What makes you qualified for the new position;
- Any additional details that help introduce yourself

You should choose either a written cover letter **or** a video cover letter, but we request that you please do NOT submit both.

Shortlisted candidates will be asked to complete a short supplementary information form.

Interviews will take place either remotely or at our office in London, on Tuesday 19th and Wednesday 20th November.

Our values and commitment to safeguarding

All offers of employment will be subject to satisfactory references and appropriate screening checks, which includes criminal records (DBS) checks. Peace Direct also participates in the Inter Agency Misconduct Disclosure Scheme ([Misconduct Disclosure Scheme](#)). In line with this Scheme, we will ask your consent to request information from previous employers about any findings of sexual exploitation, sexual abuse and/or sexual harassment during employment, or incidents under investigation after having left previous employment.

By submitting an application, the job applicant confirms their understanding of these recruitment procedures.

PRINCIPAL RESPONSIBILITIES

RESEARCH, PLANNING AND DESIGN

- Research best practice in conference design, particularly participatory approaches such as Open Space and Unconference methodologies.
- In collaboration with the CEO, consult with Peace Direct's event advisory group, made up of local peacebuilders, to ensure that session content is driven by them.
- Support the CEO and other Peace Direct staff to ensure that session content is finalised in good time and that the session logistics are all in order (A/V, lighting, stage, timings).
- Research conference registration websites and apps and make a recommendation on the best product to use.
- Look into cost effective and low resource intensive options for bulk flight bookings (Peace Direct will be responsible for booking up to 120 flights, which will be handled by one or both of the Event Assistants)
- Identify potential risks and develop contingency plans to address them
- Liaise with Peace Direct's selected event management company in Kenya to ensure the ETA (Electronic travel authorisation) process is smooth for all participants.
- Work with Peace Direct's communications staff to develop the brand identity for the event.
- Design Standard Operating Procedures which can be used for future events.

BUDGETING AND CONTRACTING

- Monitor the budget carefully, ensuring no cost-overruns.
- Be the main point of contact for the Event Management company and the Kenyan conference venue, ensuring smooth and regular communication.
- Liaise with accommodation providers in Nairobi to ensure the required number of rooms are held for participants.
- Negotiate contracts with other relevant service providers, including audio-visual provision, interpretation, transportation, excursions, catering and entertainment, paying close attention to value for money.
- Reporting in different currencies to various funders based globally

LOGISTICS

- Be responsible for all the logistics for the event, both in the lead up and during the event, ensuring close coordination with the venue, as well as all relevant internal stakeholders.
- Ensure that relevant project management tools (including Asana) are used to track the completion of milestones and to ensure that roles and responsibilities are clear.
- Troubleshoot any issues that might arise before and during the event.

INTERNAL RELATIONS

- Work under the direction of the CEO, undertaking any other relevant duties as needed to ensure that Peace Direct delivers a memorable and high quality event.
- Line manage two Event Assistants, delegate appropriate logistics and support tasks to them, and monitor their performance.
- Act as the internal focal point for the event, ensuring clear and regular communication with the Senior Leadership Team and other key staff within the organisation. This includes providing monthly written updates to all staff on the progress of the project.
- Manage a team of volunteers and ushers at the event, in close coordination with the event management company.
- Manage the post event evaluation process, to inform future events

EXTERNAL RELATIONS

- Represent Peace Direct at relevant high level meetings with suppliers, peacebuilders, funders and other stakeholders and directly engage with venue and service providers, key donors and expert speakers.
- Undertake networking and information sharing within the peacebuilding sector and with other relevant stakeholders in the UK and internationally, including where relevant through participation in working groups focused on peacebuilding.

COMMUNICATIONS

- Contribute to Peace Direct's publications, social media output, publicity events and other events, where appropriate.



TRAVEL

- Conduct overseas visits on Peace Direct business, particularly to Kenya
- Occasional travel in the UK or other international locations to represent PD externally

ENVIRONMENT

- The position is based at the Peace Direct office in London, with options for hybrid working. This will be determined with your line manager.
- Out of hours work and occasional overseas travel, sometimes at short notice to difficult locations.

DISCRETION TO ACT

Working within the framework of the strategic plan, the post holder will take responsibility for their own work and for reaching targets set for them.



PERSON DESCRIPTION

ESSENTIAL

- At least 3 years' experience in managing large events or conferences (particularly on an international level)
- At least two years' experience in line managing staff
- Fluency in written and spoken English, with excellent writing skills
- Excellent communication skills
- Excellent team management and team coordination skills
- Excellent problem solving skills, particularly under time pressure
- Excellent project management and organisational skills
- Sound budget management skills with experience of monitoring expenditure of large projects (i.e. over \$250k)
- Strong interpersonal skills with the ability to relate to people from a broad range of backgrounds, culture and influence, and an appreciation and respect for different cultures, worldviews and ways of knowing.
- Willingness to travel overseas.
- Comfortable working under pressure, to tight deadlines.
- Proficient in using Excel in order to manage budgets.

DESIRABLE

- Ability to work in French, Arabic or Spanish
- Background in peacebuilding or related field (human rights, international development etc.)