

Job title: Global Events and Experiential Manager

Reports to: Head of Brand and Creative Content

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 and increase our international profile among priority audiences. This role will work with colleagues from across the organisation to plan and deliver events globally, ranging from fundraising events through to panels and installations at major convenings like COP and New York Climate Week, as well as supporting experiential brand and campaigning activity.

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:

- Working 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
- Spot opportunities to hold events with relevant partners in key Global Witness jurisdictions, and at key global climate events/convenings (e.g. New York Climate Week, London Climate Action Week, COP), in line with our brand, campaigning and fundraising objectives
- 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 Brand & Creative team.
- Ensure compliance with all relevant health and safety 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

Experiential and internal activity support

- Support the Brand & Creative and/or Campaigns teams in the delivery of experiential activity such as stunts, exhibitions, etc.
- Advise on all aspects of logistics, 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 Brand & Creative team on the production of any physical or digital collateral associated with the event
- Manage and plan Global Witness' annual staff retreat from a logistics and experience perspective with the support of relevant teams
- 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
- Support the Director of External Engagement with organising biannual advisory body gatherings
- 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
- 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 workplace
- 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 as directed by Head of Brand and Creative Content
- 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
- 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
- Displays 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