

Global Events Manager | Role Profile

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| Job title | Global Events Manager |
| Location | UK - Hybrid (London office and Home based), with some travel required within the UK and overseas |
| Responsible to | Director of Communications, Campaigns and Events |
| Salary | £42,000.00 - £45,000.00 per annum |
| Contract | Full time permanent (37.5 hours per week, Monday to Friday) |

About us

The International Agency for the Prevention of Blindness (IAPB) is the overarching alliance for the global eye health sector dedicated to eliminating the global vision crisis. A global network spread across 100+ countries, of the most brilliant and committed non-profits, philanthropists, public and private organisations.

There are 1.1 billion people living with sight loss because they don't have access to eye care services. We are making the case loudly and repeatedly that access to eye health services are vital to everything, for everyone.

IAPB, on behalf of its network, holds trusted relationships with the United Nations and the World Health Organization. No one else is operating under this same model with the same reach. We are a growing and successful international organisation registered as a charity in the UK with a dedicated staff team located around the world.

We are seeking someone to be a part of our journey and help us achieve our goals. We are a small charity with a supportive can-do attitude. We are informal but professional and work flexibly. This role offers a real opportunity for someone to contribute our development and progress towards our goals.

Outline of the role

As a key member of the IAPB Communications, Campaigns & Events team, this role is responsible for delivering high quality events to support the key strategic goals of the organisation. Assisting with leadership of events at IAPB that enhance knowledge of eye health and allied development amongst IAPB membership and other stakeholders.

Working with the Director of Communications, Campaigns and Events to support the organisation's events goals, manage events that promote IAPB and lead events related to other IAPB functions (e.g. membership, knowledge, advocacy etc.).

Supporting the Director of Communications, Campaigns and Events to lead the organisation's yearly internal and external events calendar. As a key element of this, this role will lead a yearly first-class large scale global event that takes place in person and online, project managing and pulling together all elements of such an event. The role will also support organisation-wide events, including around IAPB's work at the United Nations through the UN Friends of Vision Group, Capability Development workshops, Membership meetings and regional events, as well as around World Sight Day, internal events (such as organising in-person Board meetings) whilst always ensuring IAPB's events are creative.

Scope and accountability

The post holder's role will include:

1. **Project Management** – Lead the planning and delivery of IAPB's annual first-class global event both in-person and livestreamed with around 600 in person attendees. Managing all aspects of event execution, including supplier coordination, budget oversight, and project reporting. Support the Programme Lead in strategic planning and delivery, liaise with speakers to ensure seamless participation, and oversee communications, design, and website development in collaboration with internal and external stakeholders. Ensure robust project management practices are in place, including the creation and maintenance of risk assessments, risk registers, and timelines to deliver a high-impact, well-managed event aligned with organisational goals.
2. **Relationship Management** - Cultivate and manage strong relationships with key stakeholders including key members hosting the Global Event, contractors, suppliers, and partners to ensure alignment and collaboration throughout the event lifecycles. Act as a primary point of contact for external contributors, fostering clear communication, timely delivery, and mutual accountability. Work closely with internal teams and global networks to maintain trust, transparency, and shared ownership of event objectives, ensuring that all parties are engaged and informed at every stage.
3. **Ownership of the IAPB events calendar** - working with IAPB team members to populate both the internal and external annual calendar of events, the required elements of each and help senior managers guide team and external consultancy/ supplier resource into supporting the execution of the calendar.
4. **Programme liaison** – working alongside nominated programme leads within IAPB to understand programmes and schedules to help in the execution of events.

5. Supplier management – owning the relationships with third party suppliers, managing contracts, budgets and being responsible for scoping work streams. Reviewing the market and ensuring that IAPB are always working with the best fit & best value for money suppliers.
6. Budget management & reporting – Manage event budgets across all stages, ensuring accurate forecasting, cost tracking, and adherence to financial constraints while supporting overall event objectives.
7. Speaker management – Manage and support speaker engagement across IAPB events, including briefing, information collection, and maintaining a central speaker database. Ensure clarity of communication and collaborate closely with the Communications team, Membership team, and Programme Leads to deliver consistent messaging and a smooth speaker experience.
8. Wash up management/ reviewing process – central point for managing the wash up after each event, taking learnings from each event to recommend and manage through changes to how IAPB carry out events where applicable.
9. Data collation & evaluation – managing the data gathered from each event; attendance, diversity, regional representation, etc, to create reports and suggest continuous improvement for IAPB events.
10. Communication liaison – sitting within the IAPB Communications, Campaigns and Events team and managing project teams per event, a key area of responsibility will be briefing the comms team to enable them to market each event effectively. This will include briefing design, website and social media requirements.
11. Keep up with new trends and developments in events to better leverage them to help meet IAPB's goals and objectives.
12. Management of a direct report – supporting, upskilling, and coaching to enable them to provide effective event management and relevant support across IAPB.

General

- To respect the personal choice and lifestyles of colleagues those with whom we come into contact, ensuring that equal opportunity principles are always applied.
- To be an ambassador for IAPB and demonstrate IAPB organisational behaviours – Ambitious, Collaborative, Inclusive and Strategic.

- To undertake any other duties that may be considered commensurate with the level of the post.
- As well as having a direct report, the Global Events Manager will need to work across the whole organisation, dealing at all levels, whilst considering the different cultures and time zones that colleagues work in.

Team members are encouraged and supported to see their work in terms of goals and desired outcomes and not just performing the prescribed tasks. The role profile is a broad description of the duties that the post holder will be expected to perform with some examples given. The exact duties to be carried out are not limited to those examples.

While this is intended to be an accurate reflection of the current role the organisation reserves the right to revise the role or to require that other or different tasks be performed as assigned.

Person specification

| Essential | Desirable |
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| Skills & Experience | |
| <ul style="list-style-type: none"> • 5+ years experience working in the events space, preferably in the health development sector • 5+ years project management experience • Ability to lead projects and deliver improvements. • Budget management experience • Experience of people management • Excellent relationship building and management skills • Excellent problem solving and troubleshooting skills • Excellent written and communication skills • Excellent IT skills and knowledge of different IT systems for event management • Commitment to the values and mission of IAPB • Experience working in a charity or not for profit | <ul style="list-style-type: none"> • Project management qualification • Experience of running online and hybrid events • Proven track record in managing suppliers, contractors, designers, AV companies etc • Good understanding of eye health issues internationally or a solid background in health and international development • Keen interest in the field of eye health • Able to identify upcoming trends and compatibility with the organisation's needs. |

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| <ul style="list-style-type: none">• International experience• Proven ability to constructively challenge, influence and do things differently with positive organisational benefits.• Strong ability to prioritise, work at pace, and under pressure.• Ability to use initiative, work without daily supervision and make key decisions• Ability to network and promote collaborative working relationships• Ability and willingness to work flexibly in terms of hours and travel. | |
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Other Information

- Benefits include 30 days annual leave (plus statutory bank holidays)
- Pension scheme – 10% Employer contribution, no minimum employee contribution
- Group life assurance
- Hybrid working
- Flexible working
- Employee Assistance Provider
- Various family friendly policies

To apply:

Please send cover letter & CV to hr@iapb.org. Closing date Friday 17th October 2025.

Due to the volume of applications received, we are unable to respond to everyone. If you have not heard from us within 28 days, please assume your application has been unsuccessful.

Interview Dates:

Thursday 23rd October 2025 – 1st interview via Teams

Wednesday 29th October 2025 – 2nd interview (including presentation) via Teams or in person.