

Global Events Officer | Role Profile

Job title	Global Events Officer
Location	UK - Hybrid (London office and Home based), with some travel required within the UK and overseas
Responsible to	Global Events Manager
Salary	£32,000-£35,000 per annum
Contract	Fixed term contract (Jan 2026 – Aug 2027), Full time (37.5 hours per week, Monday to Friday). Will consider 0.8 FTE.

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.

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.

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 eye health is not an optional extra. It is vital to everything, for everyone.

IAPB is a growing and successful international organisation registered as a charity in the UK with a dedicated staff team located around the world. We are a well-funded with the majority of our income coming from membership subscriptions. Our impact has increased in recent years and with a new 3-year plan, we are accelerating our work and impact further.

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

Supporting the planning and delivery of IAPB's events as a key member of the IAPB Campaigns, Communications and Events team. Assisting with planning, logistics and administration of events at IAPB that enhance knowledge of eye health and convening of our members and stakeholders. Working with the Global Events Manager (UK-based) to plan and deliver high-quality events across the

organisation, including the annual large-scale global event.

Scope and accountability

The post holders role will support the implementation of our expanding events portfolio:

- Supporting the planning, delivery and evaluation of our online and in-person events in the UK and globally. This includes supporting with scheduling, liaising with members, key-stakeholders and suppliers, and managing the event administration to ensure the smooth running of the events.
- Manage the global events calendar to ensure IAPB events are advertised effectively and to the right audiences. Work with the communications team to ensure events are marketed effectively across our membership via the appropriate communication and social media platforms.
- Ensure the event attendee experience and event accessibility is continually improving and adapting with sector trends.
- Manage the events email inbox, ensuring timely responses and redirecting queries to relevant team members.
- Assist with event programme planning and administration for the annual global event.
- Speaker liaison management, working with the team to manage speakers for events, ensuring they are briefed, have supplied relevant information and working to build a database of speakers.
- Responsible for managing the data collection across events to understand the event's reach and continuously improve event processes and planning.
- Keep up with new trends and developments in events to better leverage them to help meet IAPBs goals and objectives.

General

- To respect the personal choice and lifestyles of colleagues those with whom we come into contact, ensuring that equal opportunity principles are applied at all times.
- 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.
- The jobholder will need to work across the whole organisation, dealing at all levels, whilst considering the different cultures and timezones 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
Skills & Experience	
• A demonstrable track record in managing events, with over 3 years' experience. • Strong understanding of project management with over 3 years' experience. • Experience in running online and hybrid events. • Excellent verbal and written communication skills with strong interpersonal skills and collaborative mind-set. • Ability to build and maintain strong relationships internally and externally across departments, and with stakeholders, including members, partners and suppliers.	• Experience working with suppliers, contractors, designers and AV companies. • An understanding of eye health issues or experience working within global or development organisations. • Understanding of budget development, financial awareness and revenue generation. • Experience working with Canva, Hootsuit etc and experience with social media platforms. • Keen interest in the field of eye health

• Excellent organisational skills, attention to detail, collaboration, teamwork and problem-solving skills. • Strong time-management skills and the ability to prioritise whilst maintaining flexibility and the ability to juggle a number of tasks. • Ability to work and meet targets and objectives in a fast-paced environment. • Significant experience working with IT packages, significantly SharePoint, Microsoft Office (specifically Excel, PowerPoint and Word), Zoom and Microsoft Teams. • Willingness to adapt to changing circumstances and take initiative. • Commitment to the values and mission of IAPB • Ability and willingness to work flexibly in terms of hours and UK and international travel. • Ability to use initiative, work without daily supervision, and make decisions.	
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Other Information

- Benefits include 30 days annual leave (plus statutory bank holidays), pro rata for part time employees
- 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 for applications is 26th November 2025.

Interviews will be held in early December.

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.