

## JOB DESCRIPTION – IAPB Events Manager

**Job Title:** Events Manager

**Expected Salary Band:** 35,000 – 45,000 British Pounds

**Job Location:** UK based

**Reports to:** Head of Communications and Campaigns

**JOB PURPOSE:** Briefly describe the overall purpose or function of the job

Supporting to lead IAPB's events as a key member of the IAPB communications and campaigns team, 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 Head of Communications and Campaigns to support the organisation's events goals, manage events that promote IAPB and lead events related to other IAPB functions (like membership, knowledge, advocacy etc.).

Lead a yearly first class global event that would take place in person and online, helping to project manage and pull together all elements of such an event. Support the Head of Communications and Campaigns to lead the organisation's yearly events calendar including around IAPBs work at the United Nations through the UN Friends of Vision Group, IAPBs Knowledge events like Advocacy to Action and Focus On series, as well as around World Sight Day, coming up with creative ideas for events and leading their execution.

### MAIN ACCOUNTABILITIES:

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| 1 | Ownership of the annual IAPB events calendar – working with IAPB team members to populate the 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. |
| 2 | Project management – co-ordinating IAPB's annual hybrid event and managing the team needed to execute it; managing third party suppliers, budgets and the procurement of supplies required. Management of rolling IAPB events across the year, virtually and in-person.               |

3	Programme liaison – working alongside nominated programme leads within IAPB to understand programmes and schedules to help in the execution of events.
4	Supplier management – owning the relationships with third party event and platform 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.
5	Platform management – IAPB work on various platforms for virtual events, but want to move towards a more centralised way of working where appropriate. Content management on that platform and keeping abreast of capabilities and updates will be key.
6	Speaker management – managing speakers for each event, ensuring they are briefed, have supplied relevant information and a database of speakers is kept.
7	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.
8	Data collation – managing the data gathered from each event; attendance, diversity, regional representation etc.
9	Communication liaison – sitting within the IAPB comms 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 requirements.
10	Keep up with new trends and developments in events to better leverage them to help meet IAPB's goals and objectives.

<b>JOBHOLDER ENTRY REQUIREMENTS: <i>Essential (E) Desired (D)</i></b>	
<b>Knowledge (Education &amp; Related Experience):</b>	
5+ years' experience of working in the events space; preferably in the health development sector (E) 5+years project management experience (E), project management qualification (D) Experience of working running online and hybrid events (D)	
<b>Skills (Special Training or Competence):</b>	
Excellent written and verbal communication skills (E) Excellent IT skills and knowledge of ITC systems (E) High levels of proficiency in written English (E) Excellent relationship and stakeholder management (E) Excellent budget control (E) Proven track record in managing suppliers, contractors, designers, AV companies etc. (D) Good understanding of eye health issues international or solid background in health and international development (D)	
<b>Key Behaviours:</b>	

Excellent interpersonal skills (E)  
Cultural sensitivity and awareness (E)  
Ability to use initiative, work without daily supervision and make decisions (E)  
Ability to manage teams and deploy communications assets (E)  
Ability to network and promote collaborative working relationships (E)  
Ability to provide thought through strategic impact (E)  
Attention to detail (E)  
Keen interest in the field (D)  
A sense of upcoming trends and compatibility with organisation's needs (D)

#### **OTHER COMMENTS**

Please send a covering letter outlining your suitability for the role and how you meet the entry requirements alongside an up-to-date Curriculum Vitae (CV) to [centralsupport@iapb.org](mailto:centralsupport@iapb.org) by 17<sup>th</sup> October 2022 with the Subject Line – Events Manager Application.

Successful applicants will be invited to make a presentation and take part in an interview during 24<sup>th</sup> October 2022

The successful applicant must have the ability and willingness to travel internationally for up to 6 weeks in a year

Date as of: Sep 2022