

**Role Title:** Events Officer

**Team name:** Communications

### About the role

The Events Officer is an important role in the Communications Team. The role provides support to the Senior Events Manager on the delivery of the Integrity Council's events strategy. This includes support for all events that the Integrity Council is both attending and hosting, triaging and responding to incoming invitations, researching and pitching for strategically relevant events and ensuring speakers are kept abreast of logistics and well briefed. Keeping track of upcoming events and ensuring insight and information on past events is recorded to track impact is also a key part of this role. This support helps ensure that the Integrity Council's presence at events is strategic, impactful and in line with key messages and narrative.

As Events Officer, you will be contributing a key part of delivering and streamlining our events strategy by coordinating logistics and ensuring speakers are well briefed for events. This helps us achieve key organisational goals to reach diverse stakeholders and position the Integrity Council as the leading authority defining high integrity in the carbon markets.

The Events Officer also liaises with the public affairs team for events that require more policy focused content, with the Indigenous Peoples and local communities' team for content relevant to their work.

This role is fast paced, requiring a high level of organisation and pragmatism, with close attention to detail. It involves organising online and in-person events, working with internal and external stakeholders across multiple time zones.

### Key duties

- Supporting the development and delivery of events at the Integrity Council
- Conducting research into event opportunities and ensuring new requests and events developments are recorded and signed off in a timely manner.
- Supporting the Senior Events Manager to maximise the opportunities at each event and be aware of any potential risks, through researching other speakers and potential guest lists to ensure attendance or hosting is strategic and to harness any potential opportunities for meetings with Funders, Press, Partners are scoped out and allocated to relevant people.
- Evaluating and providing recommendations on event participation based on ICVCM event framework.
- Managing and coordinating event invitations and responses, making recommendations for speakers in collaboration with the Senior Events Manager.
- Liaising with event organisers to provide speaker bios, org information etc).
- Supporting the Senior Events Manager in developing a well-functioning relationship with partners such as VCMI on events.
- Coordinating feedback for our speakers to provide input on the value of events, ensuring data on events is captured for reporting.

- Conducting due diligence with relevant internal team members to risk assess all events and ensure they are of strategic value.
- Liaising with event organisers, securing event passes as required, ensuring events are booked into relevant calendars, writing and checking content for events promotion, and liaising with Comms team to ensure events are promoted on digital channels.
- Support the Communications Coordinator to provide essential information for events reporting (part of wider communications reporting), including ensuring that we capture location, audience size, any influencers we engaged with and any dates for similar/future events in our subsequent year planners.
- Working with other team members and the Public Affairs Director to continually refine a clear process for busy events periods (e.g. New York Climate Week, COP) to ensure the team can input / support / access information easily. - helping keep track on speaking engagements, content, partnerships opportunities and strategic communications.
- Supporting the Senior Events Manager with events organisation (for events led/hosted by ICVCM) – including managing all logistics (organising venues, catering and/or virtual event logistics), liaising with speakers, co-ordinating agendas etc.
- Support with creation of event content and ensure it is delivered in a timely manner. This includes preparing, reviewing, proof-reading and formatting slide decks, ensuring timely delivery of briefings/Q&A/speaker notes/speeches, attending preparation calls as required and ensuring all promotional materials are created in good time and posted for maximum impact
- Support on managing the schedules of key ICVCM representatives during major climate events or organised trips, arranging meetings and side events (venues, logistics, calendar bookings etc), organising travel and accommodation etc.
- Other ad hoc event, logistics and administrative support across ICVCM, including supporting and providing back up to the Executive Assistant and Business Administration Manager.
- Ensure compliance with all corporate governance requirements and policies such as GDPR and information security.
- Work effectively with various internal and external stakeholders.
- Demonstrate and follow ICVCM's values in all aspects of your work.
- Other duties commensurate with role as required.

## Experience

Experience	Essential	Desirable
Strong background (likely to be 3+ years) in events co-ordination	x	
Co-ordinating complex schedules and working across multiple time zones	X	
Substantial experience of supporting complex events planning using structured project management techniques	X	
Provision of effective events (or similar) support for senior stakeholders	X	

Strong use of Microsoft Office including PowerPoint, Excel and Teams	X	
Managing and organising the delivery of high-profile events	X	
Preparing engaging, high quality slide decks, briefing material and other communications content	X	
Working in an international context		X
Working within an NGO and/or in the climate/sustainability space		X

### **Skills, Abilities & Attributes**

- Proactive problem solver, that takes a strategic approach to their work.
- Excellent communication and the ability to work effectively across multiple projects and teams to ensure KPIs and deliverables are met in a timely manner.
- Ability to work under pressure to agreed deadlines, retaining quality of work and accuracy whilst juggling competing priorities.
- Have an aptitude for planning, co-ordinating and time management.
- Ability to retrieve information from relevant sources through research.
- Excellent problem-solving skills.
- Strong interpersonal skills.
- Excellent written and oral communication skills.
- Excellent IT skills, particularly the use of Microsoft Office 365 suite.
- A strong independent work ethic - ability to flourish in a dynamic and demanding work environment as a member of a high-performing, globally distributed team.
- Positive, can-do attitude with a focus on developing ideas and solutions as part of a team.
- Flexibility, adaptability, resilient to change and comfortable working in a fast-paced environment.
- Discretion and confidentiality.
- Excellent attention to detail.