



Job Specification

Events Officer

Contract: Permanent

Reports to: Events and Online Delivery Manager

Hours: 35 hours per week (remote/hybrid)

Job Summary

Deliver operational support to the Events and Online Delivery Manager, and collaborate with relevant colleagues, volunteers and stakeholders in delivering the new-era engagement strategy, specifically focussing on year-round digital engagement, and the 'in-person' FISITA World Congress and associated FISITA Week of activities.

Provide operational and administrative support to the quality planning, delivery and development of key FISITA in person, virtual and hybrid events.

Provide operational support in the creation of events infrastructure, committees and working groups and creation of technical programmes, sessions and associated knowledge share/thought leadership activities.

Provide specific support to colleagues responsible for commercial relationships with exhibitors, sponsors, advertisers and contractors pre, during and post-event.

Manage defined administrative support activity against each activity as determined by the Events and Online Delivery Manager.

Key Responsibilities

Assist with the overall delivery of FISITA's face-to-face events

Manage the delivery FISITA's virtual programme of events

Assist with the management of speakers, sponsors, delegates and suppliers to deliver events on time and within pre-determined budget

Prepare and supply initial drafting to marketing, communications, sales colleagues relating to each event

Manage the provision of relevant content for website and social media activity

Collate and keep up to date all relevant event records

Arranging travel and visas for all colleagues attending the events

To apply for this position please send your CV, covering letter and salary expectations to Emma Georgiades via e.georgiades@fisita.com