

Events Manager (CCG) Full-time and Fixed Term until 31st March 2025

Job Ref: REQ240614

Department summary

<https://www.lboro.ac.uk/schools/social-sciences-humanities/>

<https://climatecompatiblegrowth.com/>

The Climate Compatible Growth (CCG) programme is funded by the UK's Foreign Development and Commonwealth Office (FCDO) to support investment in sustainable energy and transport systems to meet development priorities in the Global South.

CCG provides research and global public goods. These are to help countries develop economic strategies, plans, and policies to attract investment into low-carbon growth opportunities across multiple sectors. These are to support growth aspirations and better meet the Sustainable Development Goals.

The programme brings together some of the UK's leading research organisations and partners them with local researchers, governments, Multinational Banks (MDBs), and International Organizations (IOs) to identify appropriate low-carbon development pathways. This includes assessing the most fit-for-purpose policy, regulatory, market models, and risk mitigation options to implement them. The programme and its partners will develop a range of open-source tools, models, and datasets that will be global public goods available to all countries.

CCG programme supports a number of capacity building events, including the Joint Summer School on Modelling Tools for Sustainable Development with International Centre for Theoretical Physics (ICTP) (EMP-G), the Energy Modelling Platform for Africa (EMP-A) and the Energy Modelling Platform for Latin America and the Caribbean (EMP-LAC). These events are open to participants from Low-to -Mid-Income countries and provide access to skilled trainers, discussion forums and coaching in models and tools for energy planning and analysis.

Job Description

Job Grade: Management and Specialist Grade 6

Job Purpose

Reporting to the CCG Programme Manager and working closely with the CCG International Partnerships Team, the Events Manager will provide management and facilitation of all CCG's international capacity strengthening events, in so far as organization, carrying out, and follow up of the event. The role will also support the implementation of CCG's Community of Practice programmes, with strategic development and content delivery undertaken by other colleagues. The post holder will be required to travel internationally to support and facilitate capacity-strengthening events. This may involve up to five international trips per year, each lasting approximately two weeks. CCG capacity building events will usually, but not exclusively, take place in Low-to-Mid-Income Countries (examples of previous locations include Namibia, Ghana, Brazil, Cost Rica and Italy)

Job Duties

Event Organization and Management

- Working with the partners from host countries or regions, organising, structuring and facilitating capacity strengthening events

- Acting as the first point of contact for all event related correspondence (planning, implementation, and follow up).
- Undertaking responsibility for all aspects of event organization – procurement, liaison with participants, hosts and venue providers
- Undertaking event specific budget management activities
- Where assistance is needed, assigning tasks between the capacity strengthening project team members, ensuring that there is a balanced allocation of tasks and that tasks happen on time and within budget.
- Coordinating with participants of CCG capacity building events, for the purposes of travel and accommodation arrangement,
- Facilitating the practical arrangements for capacity-building events on location (usually in low-to-middle income countries)
- Working with the international Partnerships Team on the development of extensive risk assessment for each event
- Supporting Energy Modellers with the practical organization of web-based Community of Practice events that they deliver. This will include invitations, coordination of speakers, and hosting of online meetings. regarding the design of a regular events programme for the different Communities of Practice.
- Reporting on the events and outcomes, as applicable

Finance

- Overseeing the event budget, ensuring that each event is delivered within the specified budget envelope and providing regular financial updates to the Programme Manager
- Conducting procurement activities and ensuring that procurement (travel, accommodation and venue) is completed in accordance with the Loughborough University regulations
- Maintaining financial and budgetary records in a timely and accurate manner
- Providing support with the structuring of different funding offers and proposals from international partners for capacity strengthening events, and allocating funding between events as appropriate

Monitoring and Evaluation

- Monitor and adapt events activities to ensure quality is maintained
- Measure event success and provide regular updates and reports to line Manager
- Ensure that the event feedback is used proactively to develop future events and respond in a timely and professional way to queries, requests and complaints from event attendees as well as for reporting purposes
- Seek to ensure that promotional activity is considered and factored into all stages of the events process to maximize opportunities
- Ensure that the event outputs are recorded accurately onto the output monitoring system (using Qualtrics) and contribution to the quarterly reporting processes
- Ensuring that the relevant activities are captured on the CCG Click-Up project management system

Liaison

- Develop positive and effective working relationships with contacts across the University - working effectively working with University Professional Services including Research and Innovation, Payments Office, Procurement etc
- Engaging regularly within CCG's various workstreams and colleagues for identification of relevant updates and news for the members of the community of practice,
- Working with international organizations (e.g. the World Bank, International Energy Agency, International Centre for Theoretical Physics etc.) in relation to funding and event participation and facilitation
- Working with communications team to ensure that Communities of Practice events are adequately publicised and that social media channels are functioning effectively.
- Connecting Community of Practice members with other areas of CCG's work programme where opportunities for collaboration are identified.

Points to Note

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

International travel is essential for this role.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility

Reports to the CCG Programme Manager

Person Specification

Your application will be reviewed with respect to meeting the essential and desirable criteria listed below. Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

Essential Criteria

Area	Criteria	Stage
Experience	Extensive experience of management and facilitation of medium and large international events (up to 100 participants)	1,3
	Substantial client/partner-facing, relationship management and customer service management experience gained within the international context	1,3
	Experience of marketing and promoting events	1,3
	Administrative, commercial and financial management experience	1,3
	Proven experience of monitoring budgets and maintaining accurate financial records	
Skills and abilities	Excellent administrative and organisational and planning skills	1,3
	Strong ability to develop creative solutions to challenges in complex environments and situations	1,3
	Excellent communication skills; verbal and written (including contribution to development of project proposals and reports) as well as presentation skills	1,3
	Ability to work collaboratively and inclusively with people from different countries and cultures and a proven track record of demonstrating tact, discretion and diplomacy in a professional setting	1,3
	Excellent prioritisation and time management skills, ability to work to tight deadlines	1,3
	Excellent copy writing skills for event invitations and reporting	1,3
	Data analysis skills – ability to analyse event surveys and prepare accurate management information	1,3
	Ability to work in a flexible and adaptable way and use initiative where appropriate	1,3
	Excellent IT skills (Microsoft Office packages, particularly Excel)	1,3
	A Willingness to learn, adopt and champion new IT packages and software (i.e. ClickUp and Qualtrics)	
	Creative approach to problem solving and ability/willingness to use IT packages (Microsoft and others) to improve processes and solve problems	
Training	A willingness to undertake further training as appropriate, and to adopt new procedures as and when required	1,3
Qualifications	Educated to a degree level or equivalent (preferably in Geography or a related field)	1
Other	Evidence a good working knowledge of equal opportunities and understanding of diversity in the workplace	1,3

	Able and willing to travel internationally (for periods of 2-3 weeks)	1,3
	Willingness to work on evenings and weekends.	1,3

Desirable Criteria

Area	Criteria	Stage
Experience	Previous experience of working in Higher Education	1
Experience	Knowledge of LU systems and procedures	1
Qualifications	An honors degree in a related subject	1

Conditions of Service

The position is full-time and fixed term until 31 March 2025. Salary will be Management and Specialist Grade 6 (£33,966 - £38,205 per annum).

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>

We also have a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements. We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>