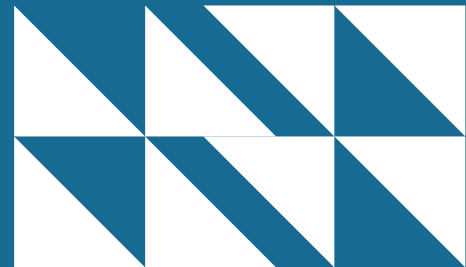


# We're hiring!

 **JOB PACK**



---

Thanks for your interest in working at THET.  
This job pack provides you with everything you need to  
know to apply for this role and what it means to work at  
THET.

**EVENTS MANAGER**



## JOIN OUR TEAM!

### **About the Tropical Health and Education Trust (THET)**

THET is a global health charity working in partnership with governments, health institutions, and international bodies to train health workers and strengthen health systems across 31 countries.

We do this through grants management and capacity building, alongside research, convening and advocacy towards the goal of Universal Health Coverage. At the centre of our approach, is the model of Health Partnerships, long-term relationships between UK and LMIC health institutions, which improve health services through the reciprocal exchange of skills, knowledge, and experience.

At the heart of our work is vision of a world where everyone has access to healthcare.

Find out more at [thet.org](https://thet.org)



# OUR VALUES

1



Partnering through collaboration

2



Partnering with respect

3



Partnering with integrity

4



Partnering through learning



# JOB SPECIFICATION

Hours	37.5 hours per week
Reports to	Head of External Engagement
Location	UK Based - Remote
Salary	£42,396
Length of Contract	FTC - 1 Year
Key Contact	Head of External Engagement



## JOB PURPOSE

We're looking for an experienced Events Manager to join our External Engagement Team (EET), to lead strategy and delivery of our portfolio of events, including our Annual THET Conference and the UK-Africa Health Summit, alongside other events such as in UK parliament, and overseas.

You will work closely with the with the Policy and Events Officer and the Communications and Convening Coordinator, and also engaging closing with different functions and teams across THET for successful delivery.

If you have a track record for delivering physical and online events particularly targeted at the likes of policy-makers and decision-makers, ideally in health/ development, this is a great opportunity for you to join a welcoming and high performing team.

You'll be working hands-on and will need to be available in London for key events, and occasionally other parts of the country/ overseas and sometimes at unsociable hours, ensuring availability at our flagship events **THET Conference 6th and 7th November 2024 and UK-Africa Health Summit 17th to 19th March 2025**. In the unlikely event of a date change, flexibility will be required.

### **Here are the top three things we think you can be excited about:**

- A flourishing and diverse portfolio of online and in-person events in UK and overseas, engaging high level policymakers, decision-makers, health practitioners, and civil society active on global health and health partnerships to advance access to health for all.
- You'll play an integral role in THET's Annual Conference and the UK-Africa Health Summit, which both attract high-profile speakers and hundreds of delegates.
- You'll be joining a friendly, dynamic cross-functional External Engagement Team with a strong focus on collaboration and learning.



# KEY RESPONSIBILITIES

## Event Governance and Delivery

- Overall responsibility for delivery of THET's events portfolio, including the THET Conference and UK-Africa Health Summit, ensuring smooth delivery of these and other key events
- Develop an events strategy and Events Standard Operating Procedures.
- Work proactively to understand organisational priorities and objectives, establishing relationships and understanding audiences to inform successful and well-designed events, which showcase the work of THET, of global health partnerships and advance THET's mission and advocacy aims.
- Building on processes in place, set up governance and internal communications systems as appropriate for coordination of the events so those involved in strategy, content, and implementation are cognisant of key decisions, actions and progress.
- Ensure development of high quality and focused agendas, and involvement of relevant stakeholders, and prioritising outstanding delegate experience.
- Coordinate inputs from the different functions in THET including the Communications team to ensure appropriate publicity and communications activity, and the Research Evidence and Learning team on learning and evaluation of events.
- Keep abreast of innovations in events, sharing knowledge and insight, seeking continuous improvements.
- Review and analysis research and data to make evidence-based decisions that improve activities within THET's Events portfolio

## Events Logistics and Fundraising

- Oversee event logistics with venues/ platforms.
- Manage the event finances ensuring net income, tracking expenditure against budget.
- Negotiate with suppliers, sponsors and stakeholders to ensure the maximum return.
- Liaise with THET business development team to support development of sponsorship packages.
- Ensure an increasingly profitable portfolio of events, reaching agreed annual funding targets.

## Team Support and Line Management

- There may include line management and/or dotted line project management of staff.
- Work with colleagues from across the team to identify areas for improvement and strengthening.



# PERSON SPECIFICATION

Person specification	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Bachelor's Degree (2:1 or above) in a relevant discipline.</li></ul>	<ul style="list-style-type: none"><li>• A project management qualification or training</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• A minimum of 5 years' experience of organising successful, large-scale events including events geared up to high-level policymakers and decision-makers</li><li>• Track record of project managing events, including all aspects of event planning, logistics, and budgeting.</li><li>• An ability to manage complex relationships and work with partners and sponsors.</li><li>• Flexibly and adaptability in the context of working within a small organisation</li></ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• Good understanding of the project management cycle.</li><li>• Excellent knowledge of MS Office and Microsoft Teams.</li></ul>	<ul style="list-style-type: none"><li>• Knowledge of international development and the global health landscape</li></ul>



# PERSON SPECIFICATION

Person specification	Essential	Desirable
<b>Skills</b>	<ul style="list-style-type: none"><li>• Excellent communication skills.</li><li>• Excellent negotiating skills and stakeholder engagement skills and ability to work collaboratively and build trust with a range of internal stakeholders.</li><li>• Excellent organisational and planning skills.</li><li>• Excellent command of written and spoken English.</li><li>• Good interpersonal skills.</li><li>• Proven ability to self-organise.</li><li>• Excellent time management and ability to manage competing deadlines.</li><li>• Team player able to work independently when required and to manage a diverse and heavy workload.</li><li>• Attention to detail.</li></ul>	<ul style="list-style-type: none"><li>• Strong prioritisation and organisation skills to manage various processes and pieces of work</li><li>• A can-do, action and solution-oriented attitude</li></ul>
<b>Values</b>	<ul style="list-style-type: none"><li>• Strong commitment to THET's cause and values.</li><li>• Highly motivated self-starter.</li><li>• Flexible and adaptable.</li><li>• Intercultural sensitivity and awareness.</li></ul>	
<b>Other</b>	<ul style="list-style-type: none"><li>• Ability to travel internationally</li><li>• A commitment to matrix working.</li></ul>	





# EVENTS MANAGER

## How to apply

Candidates can apply by submitting a two-page cover letter stating why they are interested in this position, what they would bring to the role and how they fit the person's specification.

This letter should be submitted with a CV to [jobs@thet.org](mailto:jobs@thet.org) by midnight **Sunday, 4th August 2024**, with 'Events Manager' in the subject line.

We operate a hybrid-working mode. This role will include working from London on occasion. Your travel costs to London are covered if you are commuting from outside London.

This post is UK based. Non-EC nationals will require current and valid permission to work in the UK.

THET is an equal-opportunity employer, and any form of canvassing will lead to automatic disqualification.