



Conference & Events Producer

Job title	Conference & Events Producer
Location	Flexible, within Europe
Eligibility	All candidates must hold the right to work in the European Union or the United Kingdom
Hours	Full-time, 38 hours per week
Salary & benefits	Competitive salary and benefits package. Negotiable dependent on qualifications, experience, and location.
Closing date	Deadline for applications: 17:00 CET 29 May 2022 HCWH Europe reserves the right to close the application process upon selection of a suitable candidate; early applications are therefore encouraged.
Starting date	ASAP

About Health Care Without Harm (HCWH) Europe

HCWH Europe is a non-profit organisation that works to transform healthcare worldwide so that it reduces its environmental footprint, becomes a community anchor for sustainability and a leader in the global movement for environmental health and justice.

HCWH has offices in Europe, US, and Asia as well as a global team that works across all regions. HCWH works closely with health professionals, hospitals, healthcare systems, NGOs, local government, ministries of health and international organisations. HCWH Europe is active in 26 countries of the WHO Euro region and has a growing number of members. The HCWH Europe office is located in Brussels, Belgium.

For more information, visit: www.noharm-europe.org

Position overview

We are looking for an experienced, driven and well-organised events professional to join our growing European team to lead the delivery of an innovative and impactful conference and events programme.

Reporting to the Executive Director, the Conference & Events Producer will be responsible for developing and project managing a range of events including but not limited to conferences, webinars, and awards ceremonies. The post holder will also be responsible for producing HCWH Europe's flagship annual conference - Europe's premier conference on sustainable healthcare, including programme development and speaker research, brand development, partner identification and cultivation, working with internal programme staff and external experts, and supporting sponsorship and fundraising efforts.

The ideal candidate will be experienced in running international events at all levels and sizes, including both face-to-face and virtual events. You will have experience in delivering conference programmes from concept through to delivery, as well as a demonstrable track record in corporate sponsorship, solicitation, and management. The candidate must be a self-starter and an effective networker and communicator who is able to organise and prioritise a diverse workload.

This is an exciting new role that would suit an experienced events professional interested in making a positive environmental and social impact within a dynamic, ambitious and growing international NGO.

Key responsibilities:

Develop, produce, and deliver HCWH Europe events from concept to delivery:

- Delivering events on time, within budget and to brief, ensuring project timelines and budgets are tracked and adhered to.
- Producing detailed event briefs and ensuring timely and relevant internal and external communications.
- Researching and driving the programme development for selected events.
- Speaker acquisition – identifying, contacting, and persuading high-profile speakers to take part in HCWH Europe events, briefing them on content requirements and reviewing and approving their presentations in conjunction with the Executive Director and Leadership Team.
- Managing multidisciplinary project teams, chairing meetings and allocating actions to ensure appropriate support for all events.
- Venue and virtual platform selection, managing supplier relationships and identifying potential new suppliers as appropriate.
- Ensuring excellent member/participant experience and quality delivery.
- Producing post-event analysis to inform future events.
- Maintaining GDPR compliant data management systems for all events.

Produce HCWH Europe's flagship annual sustainable healthcare conference:

- Develop concept, format and programme design to best support HCWH Europe's mission.
- Lead on rebranding of the conference, maintaining its position as Europe's leading sustainable healthcare event.
- Develop a business model for the conference ensuring long-term sustainability.
- Coordinate with HCWH Europe's programme, communications, operations, fundraising and network development teams for the successful planning, marketing, and delivery of the conference.
- Coordinate with HCWH staff in other regions and the organisation's global secretariat to market the conference to relevant audiences beyond Europe.
- Identify and attract high-profile speakers to maximise audience engagement.
- Identify and recruit partner/host organisations.
- Support fundraising efforts as appropriate.

Other responsibilities

- Identifying new innovations and technology to continually improve our events.
- Designing annual conference sponsor prospectus in collaboration with the Development and Communications teams.
- Developing and delivering sponsorship packages in collaboration with the Development Team.
- Leveraging and constantly growing professional network and knowledge.

Required qualifications and experience:

- Educated to degree level or equivalent experience.
- Experience running events at all levels and sizes, including both face-to-face and virtual events.
- Experience developing conference programmes from concept through to delivery.
- Experience in corporate sponsorship solicitation and management
- Excellent communicator (written and verbal) with outstanding stakeholder management skills across internal and external stakeholders at the most senior levels.
- Persuasive copywriting and presentation skills.
- Excellent planning and time management – ability to manage multiple priorities and deadlines, ability to multitask.
- Sound financial management skills – able to build and manage conference budgets.

How to apply

To apply for this position please send an email to jobseurope@hcwh.org

- Include your last name and the job title in the subject line, i.e. LAST NAME Conference & Events Producer
- Attach your CV and a cover letter (Word or pdf format) explaining your motivation for the position
- Please let us know where you found the position advertised and when you would be able to start

Please note that only candidates selected for an interview will be contacted.