Job Description

<table>
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<tr>
<th>Job Title:</th>
<th>Events Assistant</th>
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<tbody>
<tr>
<td>Job Reference No:</td>
<td>AD1270</td>
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<td>Programme:</td>
<td>Development &amp; Communications</td>
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<td>Grade:</td>
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<td>Line Manager:</td>
<td>Events Officer</td>
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Main Purpose of the Job

The UN Environment Programme World Conservation Monitoring Centre (UNEP-WCMC) is a global Centre of expertise in biodiversity. We work at the interface of science, policy and practice to tackle the global crisis facing nature.

The Centre operates as a collaboration between UN Environment Programme and the UK registered charity WCMC. Our cutting-edge science, data and insights inform policy and business decisions worldwide.

Achieving our vision of a world living in harmony with nature will require transformative and systemic change across all sectors. We bring together governments, businesses, research bodies and more to put nature at the heart of decision-making.

We are currently looking for an Events Assistant to join our growing Development and Communications team.

Over the past 12 months UNEP-WCMC has secured a reputation among our partners and peers for delivering high quality and impactful events. In this exciting newly created role you will be responsible for assisting with the planning and delivery of a growing portfolio of both in-person and virtual events organised by UNEP-WCMC targeted at a number of key audiences including project partners, business, government and donors.

You will work with the Events Officer, Development and Communications colleagues and programme teams to deliver a variety of events ranging from small scale workshops and webinars through to large press conferences, receptions and dinners. You will have an important role in all aspects of events planning and delivery - including logistics, liaising with external suppliers, managing guest lists, speaker and VIP liaison, events promotion, and facilitating the smooth running of the events themselves.

You will also support our attendance and participation at major international events such as the Convention on Biological Diversity (CBD) COP15 and the Convention on International Trade in Endangered Species of Wild Fauna and Flora (CITES) COP with the focus to significantly raise our visibility and profile and maximise the impact of our work.

You will have strong organisational, interpersonal and time management skills as well as excellent attention to detail. We are looking for someone who is happy to support across the team but who can work independently.
We are looking for a highly competent individual with a commitment to biodiversity conservation.

### Key Areas of Responsibility

#### Events:
- Support the Events Officer in the planning and delivery of in-person events including liaising with external companies (venues, catering, printing companies etc.), guest lists and invitations, logistics and timelines, and participant and staff support (including managing agendas, and travel & accommodation bookings where required)
- Support the Events Officer in the planning and delivery of online events including managing online event platforms, guest lists and invitations, logistics and timelines, and participant and staff support
- Work with the Development and Communications team to develop a pipeline of events opportunities by managing and updating the UNEP-WCMC Events calendar and other planning resources
- Monitor and manage the UNEP-WCMC Events inbox
- Keep the UNEP-WCMC mailing list up-to-date whilst maintaining GDPR protocol
- Assist in the identification of new events opportunities to engage with key target audiences e.g. fundraising events, seminars, conferences
- Respond to requests for event support from programme teams across UNEP-WCMC

#### Communications:
- Support development of communications strategies for events, coordinating with internal colleagues and external partners
- Coordinate preparation of event promotion materials, posters and banners in line with UNEP-WCMC branding requirements
- Update and maintain the events page on the UNEP-WCMC website
- Support the development of UNEP-WCMC messaging for events

#### Administration:
- Organising, attending and minuting meetings and conferences
- Extract information for the team, as required, to enable accurate and timely reporting against key performance indicators associated with events

#### Other:
- Keep abreast of other events both online and in-person where the Centre may wish to participate / be involved in.
- Develop an understanding of current conservation practice through constant liaison with programme teams, and attending seminars, team meetings etc. as relevant

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<td>- The Events Assistant may be asked to attend relevant meetings both in the UK and internationally on behalf of UNEP-WCMC;</td>
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<td>- May be delegated responsibility for support and guidance of short-term casual staff and Interns;</td>
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<td>- Undertake any other duties as may be required from time to time commensurate with the level of the post.</td>
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