<table>
<thead>
<tr>
<th><strong>Job Title:</strong></th>
<th>ICSW and Innovation awards coordinator</th>
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</thead>
<tbody>
<tr>
<td><strong>Cluster:</strong></td>
<td>Advocacy and Solidarity Action</td>
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<tr>
<td><strong>Salary:</strong></td>
<td>US$ 48,013.00 per annum excluding benefits</td>
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<tr>
<td><strong>Location:</strong></td>
<td>Remote</td>
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<tr>
<td><strong>Reports to:</strong></td>
<td>Chief Officer Advocacy and Solidarity Action</td>
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### Key Activities

**Event Planning and Coordination**

- Develop detailed project plans for ICSW 2025 and the Nelson Mandela Graça Machel Innovation Awards 2024, outlining timelines, budgets, and resource requirements.
- Coordinate with various teams within CIVICUS (communications, membership, operations, etc.) to ensure integrated planning and execution of event activities.
- Liaise with external stakeholders, including partner host organization, vendors and other stakeholders, to secure necessary resources and support for the events.
- Coordinate the open application process for Innovation Awards, including the promotion, receipt, and preliminary assessment of applications.
- Manage the selection process for Innovation Awards, working with the Selection Committee and ensuring adherence to criteria.

**Logistics and Operations**

- Oversee all logistical aspects of the events in close coordination with host organization, including venue selection, travel arrangements, accommodation, catering, and transportation.
- Ensure all event materials are designed, produced, and distributed on time.
## Job Description

### Communications and Outreach
- Manage on-site event operations, including registration, session coordination, and troubleshooting.
- Work closely with the communications team to develop and implement comprehensive communication plans, including campaigns, media engagement, and social media outreach.
- Coordinate the production of event-related content, such as press releases, newsletters, and social media posts.
- Manage outreach efforts to ensure diverse regional, sectoral, and associational representation.
- Facilitate the integration of virtual and in-person engagement strategies.
- Facilitate regular updates and information sharing with all event stakeholders, including participants, partners, donors and CIVICUS members.

### Participant Engagement
- Oversee the participant registration process, including the management of registration platforms and databases.
- Develop and implement strategies to enhance participant engagement before, during, and after the events.
- Coordinate support for participants, such as travel grants and visa assistance, ensuring a diverse and inclusive attendance.

### Financial Management
- Develop and manage event budgets, ensuring cost-effective use of resources and adherence to financial policies.
- Monitor and report on event expenditures, providing regular updates to senior management and stakeholders.
- Seek and manage sponsorship and fundraising opportunities to support event costs.

### Evaluation and Reporting
- Conduct post-event evaluations to gather feedback from participants, partners, and other stakeholders.
- Prepare comprehensive event reports, highlighting key achievements, lessons learned, and recommendations for future events.
- Ensure all event data and documentation are accurately recorded and maintained.

## Person Specification

### Education, Language & Qualifications
- Bachelor’s degree.
- At least 5 years of experience in event planning and coordination, preferably in the non-profit or international development sector.
- Excellent verbal and written communication skills in English.
## Job Description

### Essential Knowledge, skills and Experience

- Proven experience managing large-scale international events, including virtual and in-person formats.
- Strong project management skills, with the ability to manage multiple tasks and deadlines simultaneously.
- Excellent interpersonal and communication skills, with the ability to engage and build relationships with diverse stakeholders.
- Strong financial acumen, with experience in budget management and fundraising.
- Ability to work independently and as part of a multicultural and dispersed team, with a proactive and solution-oriented approach.
- Commitment to CIVICUS’s mission and values

### Desirable Knowledge, skills and Experience

- Experience working in an international context, with an understanding of global civil society dynamics.
- Fluency in another language is a plus.