



**Job Title:** Conference, Events & Training Executive / Project Executive  
**Reports to:** Head of Conference and Event & Training Manager  
**Grade:** 4  
**Salary:** Competitive remuneration package plus benefits and up to 10% bonus  
**Location:** Europe with international travel requirements.

## 1.0 Background

- 1.1 FIDIC is the umbrella body representing the business interest of the global consulting engineering industry. Its membership consists of over 100-member association (MAs) countries with membership, representing over 1.1 million professionally qualified engineering and consultancy professionals.
- 1.2 FIDIC was formed in 1913 and is governed by an elected board of directors, operationally led by a focused team based at HQ Office, World Trade Centre (WTC 2), Geneva 1215, Switzerland under the leadership of a newly appointed chief executive officer and operational executive team.
- 1.3 The current annual business turnover is generated from membership subscription income of 20%, with commercial operations (publications 34%; events and conferences 17%; education, training and advisory services 29%) generating 80% of the overall revenue.
- 1.4 FIDIC operates through five geographical regions namely; Europe (EFCA), Africa (GAMA), Australasia (ASPAC), Latin America (FEPAC) and North American (USA and Canada) groups. Full details of the FIDIC governance structure and activities are available on the FIDIC website at [www.fidic.org](http://www.fidic.org).
- 1.5 With the growing demands for expansion of its business through its federation and commercial activities globally, FIDIC wishes to strengthen its corporate and operational capabilities by forming a core and effective **FIDIC Enterprise Limited (FEL), initially operating as an operating division of FIDIC HQ in Geneva, and subsequently to be relocated to another country** in Europe, under the leadership of a newly created Commercial Operations Director (COD).

## 2.0 Core Activities

2.1 The appointed Conference, Events & Training Executive candidate will be a full-time and permanent position, report to the both Head of Conference & Event (50%) and Training Manager (50%) and will oversee the following five core activities:

- 2.1.1 Leadership and Corporate Governance** – all corporate and commercial governance related activities in terms of board meetings, annual audit and compliance management, financial and human resources management, affiliates and strategic



partners' acquisition and retention strategy. The Conference, Events & Training Executive will be expected to work closely with the Commercial Operations group to deliver a successful financial performance operation with expected annual growth of not less than 25% on current conference and events activities.

- 2.1.2 Global Infrastructure Conference and Awards** – The annual flagship FIDIC Global Infrastructure Conference is delivered fully by FIDIC, and occasionally in partnership with regional and member associations across different parts of the world. The conference usually commands average delegate number in excess of 700 per year. The programme was held in Berlin Germany in 2018 and is scheduled for Mexico and Geneva in 2019 and 2020 respectively. Whilst FIDIC usually appoints professional conference organisers (PCO) to deal with logistics planning and at the conference execution, the overall planning, programme development, selection of speakers, promotion and execution of the programme will be supported by the Conference, Events & Training Executive, working closely with the federation operations team as the internal client for the project.
- 2.1.3 Contract Users Conference and Newsletter** – Currently delivered in partnership with strategic partners at five locations in Europe, Africa, Middle East, Asia and the Americas. The Conference, Events & Training Executive will assist and support with the overall planning, management and delivery of the annual user's conference across the targeted countries. It is proposed to introduce a new FIDIC Newsletter, Global and Regional Contract Users' Awards from 2019 and the newly appointed Conference, Events & Training will be tasked to support the development and delivery of both the Newsletters and Awards programme.
- 2.1.4 Education, Training & Development Programme** – FIDIC currently run over 100 annual education and training programme delivered on-line or in-class through its accredited trainers across its operating regions. The appointed candidate will provide project management assistance on the planning, marketing and delivery of these training programme reporting to the FIDIC Training Manager.
- 2.1.5 Accreditation and Certification Programme** – FIDIC provides accreditation and certification for its registered Trainers, Adjudicators and various specialist facilitators. This process is currently being reviewed with the objective to develop and implement a robust process. The appointed Conference, Event and Training Executive will be expected to support the maintenance of the interim accreditation and development of new process in the near future.
- 2.1.6 Other Conference and Events Management** – The Conference, Events & Training Executive will also have project management responsibilities for developing, planning resourcing and delivery of successful mini conference and events, delivered in partnership with other stakeholders such as ICC, DRBF, member associations at regional, national conferences and events programme across all FIDIC global activities. This will also include the provision of strategic advice to



FIDIC regional groups in terms of ASPAC, EFCA, GAMA, and FEPAC conferences, general assemblies, committees, and related service activities etc.

2.2 The successful candidate will also work closely with the Executive Management Team (EMT) during the transition stage and ultimately in developing and execution of other commercial business opportunities within the global infrastructure sector.

### **3.0 Summary of role (with % of time allocated)**

- To work with FIDIC's Head of Conference & event and Training Manager in delivery of commercial governance and membership business-related activities (15%).
- To deputise for the Head of Conference & Events and Training Manager on all FIDIC conference, events and Training related matters (15%).
- To assist with the planning, managing and implementing FIDIC's conference, events and Training growth strategy through expansion of current portfolio including maximising business development initiatives (15%).
- To plan, manage and provide project management support for the new FIDIC commercial-related initiative services and work with the federation team to deliver value-added services to FIDIC member associations and to generate high-quality new publications for FIDIC release (25%).
- To take project management responsibility for the development and expansion of FIDIC's conference and events portfolio (5%).
- To assist with project management role on the development and implementation of the contract users conference with a new awards programme and enhance the existing portfolio (5%).
- To act as an ambassador by representing FIDIC and its members at conference and events functions (10%)
- To work with FIDIC's Commercial Operations team to deliver the FIDIC strategic corporate plan (10%)

### **4.0 Responsibilities**

- Provide project management or coordination support for programme such as FIDIC Annual international Infrastructure conferences, Contract User's Conference, Regional Infrastructure Conference, business days, executive roundtables and awards including cost, performance and budgetary control, quality, deadlines, presentations and other deliverables interfacing with the FIDIC CRM system.
- Strategic responsibility for implementing quality management or internally acceptable operational processes and systems in alignment with the FIDIC Group.
- Responsible for delivery of service level agreements (SLAs) between FIDIC's other operating entities and other clients.
- To assist with development and management of FIDIC's yearly programme of conferences, events, seminars, awards and workshops.



- To research, identify and develop marketing channels and sales strategy to ensure the profitability and success of FIDIC conference, events and training programmes.
- To take project management responsibility for the planning, logistical management and smooth running of events.
- To assist with identification of relevant topics, issues and speakers for the seminars and events programme.
- To produce programmes and identify potential delegates, supporters and sponsors for conference, event and training programme.
- To assist with co-ordination of all event administration and act as a point of contact for all conference and training related queries.
- To maintain and further develop client relationship management databases.
- Responsibility for generating sponsorship and delivery of agreed targets with clients and stakeholders.
- Foster closer business relationships with FIDIC members to secure cross-selling opportunity across the range of services offered by FIDIC.
- Work with the Commercial team to establish and leverage on sponsorship cross-selling opportunities within the FIDIC group and provide regular updates on progress.
- To monitor bookings and act to increase support for events as necessary.
- Building and managing relationships with internal and external service providers and suppliers in relation to events, and venues.
- Work with the FIDIC senior management team to deliver of all domestic and international-related corporate event aspects of the approved business plans.
- Work with external suppliers on the provision of and production of promotional material for events.
- To produce monthly programme reports on activity as part of the management team.
- To work with and support the Communications Team for the various events, trainings and conferences.

## **5.0 Person specification**

- A relevant degree or professional qualification in event management or another related subject.
- At least five years' experience of producing, managing and delivering corporate conferences, events, Training seminars and awards.
- Significant experience in managing business-focused event programmes and relationships with speakers and external partners' contacts.
- Sound financial experience in cost planning and implementation of business-driven event management programmes.
- Experience of the consultancy and engineering or construction sectors would be an advantage.
- Ability to work to tight deadlines, prioritise workload and manage multiple tasks.
- Exceptional interpersonal, written and verbal communication skills, including strong written English and French is essential. The ability to work effectively with a



wide range of stakeholders and other language skills in Spanish, Arabic or Chinese will be desirable.

- Excellent IT skills, including detailed knowledge of Microsoft Office suite including Microsoft Project and events software packages.
- Able to work alone on own initiative as well as part of the team.
- Excellent attention to detail and accurate in production of reports and statistics.
- Tactful, diplomatic with good negotiation and interpersonal skills.
- Ability to keep a cool head under pressure.
- Demonstrable ability to prioritise tasks and manage projects using imagination, drive and enthusiasm.

## **6.0 How to Apply**

- This role offers a great opportunity for a skilled and experienced conference, events and training administrator or equivalent seeking to take on board new challenge position to join the team of a highly respected not for profit global federation membership-based association.
- If you are an experienced conference and events seeking an expanded portfolio and responsibilities, currently working for a private international conference and events company, or trade association or professional body or membership body, not for profit, awarding body or similar type of organisation, we would love to hear from you.
- Interested candidates should apply to the FIDIC chief executive with a two-page cover letter and CV, setting out how their capabilities matches the six core activities set out in section 2.1.1 to 2.1.6 above.
- All applications must be addressed to the FIDIC CEO and mailed to FIDIC Office Administrator Ulrike Schiefer at [uschiefer@fidic.org](mailto:uschiefer@fidic.org) by the closing date of Sunday 30 June 2019.