Job Title: Conference and Events Executive
Reports to: Head of Conference and Events
Grade: 4
Salary: Competitive remuneration package.
Location: Switzerland, Geneva and/or 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 nearly 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 its Chief Executive Officer and a team based at HQ Office, World Trade Centre (WTC 2), Geneva 1215, Switzerland.

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), FIDIC Africa, 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

1.5 FIDIC organises a number of events, both online and in-person. These include the annual flagship conferences and awards, issue-specific event series such as FIDIC international and regional contract users’ conferences, webinars, and other ad-hoc meetings. FIDIC also runs a regular series of training and development events throughout the year which attract attendees from across the world. FIDIC’s 2021 webinar series attracted participants attending from more than 150 countries.

1.6 With the growing demand for increased training and development, FIDIC wishes to strengthen its operational capabilities by appointing a Conference & Events Executive.

2.0 Summary of Role

2.1 The role of Conference & Events Executive will be a full-time, permanent position, reporting to the Head of Conference & Events.
   - Assist with the planning, managing, and implementing of FIDIC’s conference and events strategy.
• Work with FIDIC Head of Conference & Events and Training Manager in the overall planning, logistics planning, programme development, promotion, and execution of FIDIC’s programme of events, trainings, and commercial-related initiatives.

• Work with internal stakeholders such as the communications, federation, and commercial teams to deliver value-added services to FIDIC member associations and stakeholders.

• Take responsibility for the enhancement of FIDIC’s current events portfolio as well as supporting the development and expansion of other commercial business opportunities for FIDIC with expected annual growth of up to 25% on current training, conference, and events activities.

• Responsible for providing support for the marketing, delivery and administration of FIDIC’s events and assisting with digital marketing of the same, in collaboration with the marketing and communications team.

• Work with the senior management team to deliver FIDIC’s strategic corporate plan.

3.0 Responsibilities

• Assist with the development, management, and delivery of FIDIC’s annual programme of events, conferences, training, seminars, webinars, workshops, and awards.

• Provide project management, planning, logistical management, and smooth running of all FIDIC events, conferences, training, seminars, webinars, workshops, and awards.

• Assist with the programme and content development, delegate and speaker management for the conferences and events programme.

• Developing, planning, resourcing, and delivery of events in partnership with other stakeholders such as ICC, DRBF, and member associations.

• Responsible for delivery of service level agreements (SLAs) between FIDIC’s other operating entities and other clients.

• Creating marketing material for FIDIC events.

• Digital marketing of events and conferences.

• Responsible for delivering sponsorship benefits and agreed targets with clients and stakeholders.

• Foster closer business relationships with FIDIC members and stakeholders to secure cross-selling opportunity across the range of services offered by FIDIC.

• Build and manage relationships with external service providers, suppliers, venues etc.

• Responsibility for all training and event administration.

• Act as point of contact for all conference and training related queries.

• Maintain and develop FIDIC’s client relationship management databases.

• Monitor event bookings and act to increase support for events as necessary.

• Produce regular, monthly reports on event and training activities.

• Deputise for the FIDIC Head of Conference & Events and Training Manager on all conference, events and training related matters.
4.0 Person specification

- A relevant degree or professional qualification.
- At least five years’ experience of managing and delivering business-focused, corporate conferences, training, and events.
- Experience of working with a diverse, global audience and managing effective relationships with a wide range of stakeholders, speakers, and senior external partners.
- Exceptional communication skills, including strong verbal and written English.
- Multiple language skills such as Spanish, Arabic or Chinese will be an advantage.
- Ability to work well under pressure and to tight deadlines, prioritise workload and manage multiple tasks.
- Good interpersonal skills with ability to work alone on own initiative and as part of the team.
- Excellent attention to detail and accuracy in production of budgets, reports, and statistics.
- Experience of the consultancy and engineering or construction sectors would be an advantage.
- Excellent IT skills, including advanced knowledge of Microsoft Office suite, project management, digital event delivery platforms and tools such as Zoom.
- Digitally savvy with experience of digital marketing platforms such as Mailchimp and working knowledge of social media platforms such as Twitter, LinkedIn, Facebook.

5.0 How to Apply

- The role offers a great opportunity for a skilled and experienced conference and events executive or equivalent seeking to take on a new challenge to join a highly respected not for profit global federation membership-based association.

- If you are an experienced conference and events professional seeking an expanded portfolio and responsibilities, currently working for a private international conference and events company, trade association, professional 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 FIDIC Chief Executive Officer, with a two-page cover letter and CV, setting out how their capabilities match the skills required, to be sent to FIDIC Office Manager, Ulrike Schiefer uschiefer@fidic.org by the closing date of Friday, 21 January 2022.