

Paid opportunity: Event coordinator

Seven-month consultancy contract, January to July 2023

Scope of work expected to take 20 hours per week, or roughly 12 full-days per month

Fee: Average £1,400 per month, totalling £9,800 over the period of the consultancy

Location: London or within commuting distance, as we expect the individual to attend meetings at our London office and visit suppliers in Central London

About the Freedom Fund

The Freedom Fund (www.freedomfund.org) is a leader in the global movement to end modern slavery. We:

- **invests** in those countries and sectors with the greatest incidence of slavery.
- **analyses** which interventions work best and **shares** that knowledge.
- **brings together** a community of activists committed to ending slavery and empowered by the knowledge of how best to do so.
- **generates** funding by demonstrating how effective interventions can protect those at risk of being enslaved and free those in slavery.

The Freedom Fund works to combat many different forms of extreme exploitation, including forced labour, sex trafficking, forced marriage, and the worst forms of child labour. In its first eight years, the Freedom Fund has supported over 140 organisations in Bangladesh, Brazil, Ethiopia, Indonesia, India, Kenya, Myanmar, Nepal, and Thailand.

Scope of work

The Freedom Fund is looking for an Event Coordinator to support the successful delivery of a global event that is due to take place in June 2023. This is an exciting opportunity for an ambitious individual looking to enter the international development sector, working with a leading non-profit organisation that is working to improve the lives of millions of the most vulnerable people around the world.

This is a fixed-term consultancy and the Freedom Fund can be flexible with the hours of work to fit around other work or study commitments. The consultant will work closely with the Research & Evaluation team based in our London office, located in Kings Cross.

Overall, the Event Coordinator is there to support the Freedom Fund with the delivery of our next global research convening scheduled for June 2023. This will involve tasks such as:

- Communicating with event participants to ensure that they have the information required for smooth travel to London and to prepare for their speaking engagements
- Keeping track of hotel bookings, visa applications, travel documents, and other travel-related information.
- Coordinating with vendors to ensure that specifications for goods and services are clearly discussed, agreed and documented well in advance of delivery.
- Taking notes in planning meetings and at the conference itself, to help us capture key discussion points, recommendations and action items.

- Performing other duties to ensure smooth delivery of the event, such as: ordering and receiving supplies, liaising with caterers and other vendors, managing guest lists, trouble-shooting logistical issues, etc.
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Qualifications and experience

We are looking for a diligent individual who can deliver against the scope of work, not a box-ticker. The list below is to serve as guidance. If you don't think you meet all the criteria below, please still consider applying!

Essential

- Excellent attention to details and organising skills, including a proven ability to manage a high volume of electronic documents and correspondences, work to deadlines, prioritise competing deadlines and complete administrative tasks diligently.
- Proven written and verbal communications skills in English, including experience with formal business correspondence.
- Proficiency with using MS Office (Excel, Word, and PowerPoint), Google Doc, Google Sheets, and Gmail.
- Ability to attend in-person meetings at our London office at least once a week, plus visit other suppliers based in Central London as needed.
- Have your own equipment, such as a laptop with basic software (e.g. MS Office) plus an internet connection.
- Have the right to work in the UK.

Desirable

- Demonstrated interest in the issue of modern slavery or related topics, through academic, work or volunteer experience. Relevant topics include issues of gender, child rights, migration, labour rights or education access.
 - Experience in organising large in-person events and overseas travel.
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Fees

- Total fees available for this consultancy is £9,800, or equivalent to an average of £1,400 per month over the duration of the seven-month contract. If you are VAT registered, then this fee needs to be inclusive of VAT.
 - You will be hired as an independent contractor and expected to invoice the Freedom Fund on a regular (for example, monthly) basis to receive payment.
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Application process

Please apply via email to research@freedomfund.org and put 'Event Coordinator' in the subject line.

Applications will be reviewed on a rolling basis until a suitable candidate is identified.

Kindly include the following in your email:

1. Two short paragraphs outlining (i) any relevant experience that you have; and (ii) why you are keen to work with the Freedom Fund;
2. Your curriculum vitae (CV); and
3. Contact details of two referees, specifically people that you have recently worked with. Please note that we will only contact them if you have been shortlisted, and we will seek your permission before we do so.