

## Global Conferences and Events Outreach Manager Consultant at Center for International Forestry Research (CIFOR)

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### Job Description

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The Center for International Forestry Research (CIFOR) is a non-profit, scientific institution that conducts research on the most pressing challenges of forest and landscape management around the world. Using a global, multidisciplinary approach, we aim to improve human well-being, protect the environment, and increase equity. To do so, we conduct innovative research, develop partners' capacity, and actively engage in dialogue with all stakeholders to inform policies and practices that affect forests and people. CIFOR is a CGIAR Research Center, and leads the CGIAR Research Program on Forests, Trees and Agroforestry (FTA). Our headquarters are in Bogor, Indonesia, with offices in Nairobi, Kenya; Yaounde, Cameroon

### Duties and responsibilities

The objective of this role is to lead the planning, budgeting and delivery of CIFOR-ICRAF's global events in line with the institution's strategic objectives and ensure all the events goals are met. Key tasks are as follows:

Develop and execute a Global Conferences and Events Outreach strategy; including narrative, and key messages in alignment with the editorial calendar and ensure that the timelines and deliverables are met.

Develop and execute full communications plans for each event and including briefs, editorial agenda, talking points and leading on the communications strategy

Liaise with CIFOR-ICRAF scientists to prepare and to assist in drafting concept notes related to CIFOR-ICRAF campaigns, events, online initiatives including events of global significance, Global Landscapes Forum events and regional and thematic events

Provide full events planning, reports and logistical service to CIFOR-ICRAF's themes and regions and prepare event reports and lessons learnt for knowledge management

Manage consultants and staff involved in CIFOR-ICRAF's global events and ensure effective coordination with scientists and Communications, Outreach and Engagement

Serve as a focal point, develop and manage relationships with stakeholders and partners and organizations related to conferences

Manage all conference contracts preparation and management

Coordinate the CIFOR-ICRAF's Events Management System, events webpage and events calendar and conducting research to build a more comprehensive event portfolio for the institution to maximize its impact and influence in the agriculture, forestry sector and beyond

Work closely with fellow CIFOR-ICRAF COE team members on outreach, mainstream and social media campaigns related to the event planning and support scientists and others to promote their research at events, workshops and conferences

Report on event outcomes and metrics for donors, partners and internal use

? Coordinate the development of materials for CIFOR-ICRAF staff and partners attending events including exhibitions, publications and other promotional items.

## **Requirements**

### **Education, knowledge and experience**

A degree in communications or related discipline

At least 5 years experience in global conferences, events planning, logistics and budget management

Experience in coordinating large conferences, involving senior government ministers and managing attendances of more than 1, participants

A proven ability to develop communications strategic direction

Ability to travel and flexibility

Fluency in English and working knowledge of other international language is an advantage

### **Personal attributes and competencies**

A great deal of initiative and be capable of working independently as well as in team environments

Strong leadership and a client service approach

Excellent interpersonal and communication skills, with the ability to interact with people effectively and positively in a multi-cultural and multi-disciplinary environment – including CIFOR-ICRAF staff, management and external contractors/suppliers

Exceptional personal organization, planning, priority setting and managing multiple tasks

Ability to work under pressure and a knack for making memorable, impactful events

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