



VACANCY ANNOUNCEMENT

The Global Crop Diversity Trust is an international organization with headquarters in Bonn, Germany whose mission is to ensure the conservation and availability of crop diversity for food security worldwide. For further information about the Global Crop Diversity Trust, consult the web page at <http://croptrust.org>

The Global Crop Diversity Trust is seeking an outstanding candidate for the position of:

Global Events Lead

Reporting to the Head of Communications, the Global Events Lead will be the organization's lead for all external-facing events (in-person and digital):

- 1) Lead the planning and implementation of all public-facing global events (digital and in-person) in which the Crop Trust organizes, contributes to, and participates, focusing on Crop Diversity Day 2023, the institution's inaugural global event.
- 2) Coordinate the contributions of staff and external partners and participants to Crop Trust public-facing events.
- 3) Working closely with the Head of Communications and Outreach Lead, ensure all elements of communications, outreach and engagement initiatives and social media campaigns and promotion are efficiently coordinated around each event.

Being part of the External Affairs Team, the Global Events Lead works at the interface of communications, partnerships, fundraising, innovative finance, science, and logistics. This includes the following functions:

- Coordinate Crop Trust participation in all external events with a focus on Crop Diversity Day, the institution's inaugural global event; manage, update, and implement the institutional events calendar per the communications strategy.
- Working closely with the Head of Communications and Outreach Lead, lead on developing event concept notes and outreach plans, including messaging houses for each event. Lead content briefings and draft talking points for all speakers.
- Liaise and coordinate with communications teams and focal points of partnering organizations regarding speakers, outreach opportunities and event coordination.
- Plan and execute all events, digital and in-person, in close cooperation with the Crop Trust travel and meetings staff, participants (internal and external), admin focal points from other teams and all budget holders concerned.
- Liaise closely with the Digital Production Specialist regarding all design work/event branding, the event landing page and the web presence.
- Prepare presentations and speaking points for the participation of relevant staff and external partners and participants as required.
- Planning audio/video engagement of Crop Trust events, including streaming etc.
- Working closely with the Outreach Lead and Social Media Focal Point, contribute to social media campaigning for events, ensuring the flow of information to outreach, production and social focal points;
- Working closely with the Outreach Lead ensure relevant traditional media are well-informed and invited to events.
- Oversee all virtual technical checks for each event and inform on digital event etiquette and protocol (for both internal and external participants).

- Working with the Digital Production Specialist, ensure the analytics and data for web, and social media engagement are collected for each event.
- Manage event-related communications with external agencies/vendors (with the exception of event logistics such as travel and catering), including overseeing contracts and invoicing of vendor
- Set up and coordinate internal coordination groups and committees to plan and organize all event participation.
- Work closely with logistics focal points in other teams to manage internal and external events-related correspondence.
- Perform other duties as required.

Qualifications, Skills and Experience

- University degree in a relevant field; a Master's degree is a significant advantage
- A minimum of 7 years of experience in international events management and coordination
- Excellent English language skills, both written and spoken
- German language skills are an advantage
- Affinity with the Crop Trust's mission and a keen interest in environmental and science topics
- Ability to multi-task and to work with a high degree of independence within assigned areas
- Strong client service approach
- Resourceful and skilled at creative problem-solving
- Excellent networking and organizational skills
- Enthusiastic personality and a strong team player

Terms and Conditions: The Crop Trust offers an attractive remuneration package including a competitive salary, non-contributory retirement savings plan, medical insurance and leave provisions. This is a Professional position classified as Level 4 (Level 6 being the highest). The salary range for Level 4 starts at Euro 55,000. All benefits are denominated and paid in Euros. Staff of the Global Crop Diversity Trust (including German nationals) is exempt from host country income tax. Relocation costs are covered for candidates residing outside of the Bonn/Cologne or surrounding areas.

The contract duration will be for a period of 1 (one) year, subject to a probationary period of 6 months.

Applications: Interested candidates should submit the following (incomplete applications will not be considered):

1. **A one-page motivation letter including summary of your qualifications and experience**, indicating how you meet the expected set of skills and competencies for the position and your drivers for applying.
2. **Your Curriculum Vitae in English** (please include your current residence address, telephone, and email address, date of birth, gender and nationality);
3. **Names and full contact details of at least three referees.**

Please apply by using the following link: <https://www.impactpool.org/jobs/909568>

Deadline for applications is 19 March 2023.

By submitting your application, you agree to the Crop Trust processing your personal data as described [here](#).

*The Trust is an equal opportunity employer and strives for staff diversity in gender and nationality.
Only short-listed candidates will be contacted*