Job description: Events Coordinator

Job title: Events Coordinator
Location: London, UK (with travel)
Duration: Permanent, full time
Start date: As soon as possible

We are a small, dedicated team that is passionate about what it is doing and works hard to ensure our organisation punches above its weight. We are looking for an enthusiastic, organised and hard-working Events Coordinator to lead the planning and execution of LFJL’s growing calendar of online and offline events, ensuring they reach their full potential of promoting our work and goals to new audiences to help us grow as an organisation.

Overview:
Lawyers for Justice in Libya (LFJL) is a Libyan and international independent non-governmental organisation, committed to achieving justice and respect for human rights in Libya. Our vision is of a Libya which embodies the values and principles of human rights and the rule of law and is a society committed to justice. We seek justice in Libya through advocacy and outreach, accountability, transitional justice initiatives and capacity building, all underpinned by our own independent research.

We are recruiting an Events Coordinator to be based in our London office. As Events Coordinator, you will at the heart of LFJL’s outward facing work, leading on logistical and administrative support for LFJL’s online and offline events. Through your work on our events, you will be supporting the organisation to amplify our work. Our events vary from small, discreet convenings with partners and donors, to high profile events like our Annual Justice Lecture. You will also work across programmes to develop new events to serve the goals of the organisation and its work. This will include but is not limited to; advocacy convenings, campaigns, report launches, training workshops and fundraising activities.

You will be highly organised, articulate and confident when dealing with third parties in person, by phone or by email. Committed to LFJL’s values and mission statement, you will be creative in creating opportunities for our work to be showcased in innovative ways.

As the Events Coordinator, you will report to the Executive Director and Finance Director.

Responsibilities: You will work with LFJL’s wider programmatic and operations teams to organise and deliver events. This will include:

- Organising all arrangements and logistics for international and national in-person events, including international and national travel (air and local at event location), accommodation of participants and speakers, venues, suppliers and equipment.
- Work with the relevant technicians to oversee in-person event IT and AV, livestreams and recording of events.
Support the practical delivery of events and activities around events, including airport pickups, dinners, team-bonding activities etc.

Prepare rooms for all events, conferences, seminars, talks and workshops, e.g. arranging furniture, setting up refreshments, adapting to the needs of speakers and visitors as required.

Run logistical and technical support for online events, tracking ticketing and attendance, and providing technical support for hybrid meetings.

Collaborate with the communications team on event promotion and dissemination.

Build strong relationships with team members to understand their objectives and requirements to deliver their events to the highest standard.

Liaise with the programmes teams to plan event details and budget breakdown and ensure all procurement requirements have been fulfilled and documented.

Assist in carrying out health and safety processes at all events.

Ensure the professional delivery of all events, on time and in a cost-effective manner.

Desired qualifications and skills

Education

- Minimum of 5 years' experience in a similar coordinating role.

Experience

- Experience in events coordination, with experience of working in a team to organise and deliver events, online and in-person is essential.
- Knowledge of Zoom webinar and meeting hosting functions.
- Knowledge of online project management tools, such as Monday.com.
- Experience in procurement and knowledge of accounting software is a plus.

Skills and knowledge

- The ability to work to deadlines and to budget in an organised and professional manner.
- Proactive, self-motivated and resourceful, capable of working independently and collaboratively as part of a small team.
- Excellent communication skills, written and verbal.
- Excellent organisational and administrative skills and good attention to detail.
- The ability to work flexibly.
- Written and spoken Arabic is an advantage.

Remuneration

£30,000 – 35,000 gross p.a., based on experience

How to apply

Please send your CV and a cover letter specifying your interest in this position and LFJL to
jobs@libyanjustice.org by 23:59 (BST) on 20 July 2023. Please also include names and contact details of two referees.

You are encouraged to apply early as we will review applications and conduct first round interviews on a rolling basis.

Due to the high number of applications, we will only get back to the applicants shortlisted for an interview. Please do not call to follow up on your application.

Eligibility Requirement: If you are applying to work in our London office, you will need to have a right to work in the UK before the commencement of the role and may be asked for the relevant documents when you are invited to interview or when a formal offer is made.