

## JOB DESCRIPTION – IAPB Events Manager

**Job Title:** Events Manager

**Expected Salary Band:** 35,000 – 45,000 British Pounds

**Job Location:** UK based

**Reports to:** Head of Communications and Campaigns

### **JOB PURPOSE:** Briefly describe the overall purpose or function of the job

Supporting to lead IAPB's events as a key member of the IAPB communications and campaigns team, delivering high quality events to support the key strategic goals of the organisation. Assisting with leadership of events at IAPB that enhance knowledge of eye health and allied development amongst IAPB membership and other stakeholders.

Working with the Head of Communications and Campaigns to support the organisation's events goals, manage events that promote IAPB and lead events related to other IAPB functions (like membership, knowledge, advocacy etc.).

Lead a yearly first class global event that would take place in person and online, helping to project manage and pull together all elements of such an event. Support the Head of Communications and Campaigns to lead the organisation's yearly events calendar including around IAPB's work at the United Nations through the UN Friends of Vision Group, IAPB's Knowledge events like Advocacy to Action and Focus On series, as well as around World Sight Day, coming up with creative ideas for events and leading their execution.

### **MAIN ACCOUNTABILITIES:**

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| 1 | Ownership of the annual IAPB events calendar – working with IAPB team members to populate the annual calendar of events, the required elements of each and help senior managers guide team and external consultancy/ supplier resource into supporting the execution of the calendar. |
| 2 | Project management – co-ordinating IAPB's annual hybrid event and managing the team needed to execute it; managing third party suppliers, budgets and the procurement of supplies required. Management of rolling IAPB events across the year, virtually and in-person.               |