

## **EVENTS CO-LEAD JOB DESCRIPTION**

### **QPWN Role Description**

**Title** – Co-coordinator, QPWN Events

**Reports to** – QPWN Chair

Design, coordinate, manage and deliver QPWN's Networking Events programme to a timetable agreed with the QPWN Committee and manage the programme throughout its duration. Typically hold one event per month - between Jan to May and then Aug to December taking into consideration Ramadan

### **Strategic**

#### **Yearly Event plan - once a year (with ongoing updates)**

- Develop and maintain annual Events plan to define which events we will host (or support) and when, and who will be responsible for these events.
- Identify speakers for the year ahead and confirm booking in their diary for the year ahead
- Ensure content is relevant and topical for professional audience
- Aim to have a varied range of topics
- Aim to have minimum of two speakers per event
- Ensure you maintain regular contact with speakers to confirm attendance

#### **Venue Plan / Review**

- Assess / visit / get quotes from venue for year ahead
- Submit suggestions to committee for review for decision making / commitment for the year
- Liaise with venue for dates and bookings in advance and act as the main point of contact for the venue and QPWN

#### **Personal Networking**

- Develop relationship with speakers for future events ensuring a bank of speakers across a range of topics which meet the vision and mission of QPWN

#### **Event Publicity**

- Work closely with the Social Media team to agree strategy for publicity and ensure that all events are posted in a timely manner - aim to have postings approved two months before the event

### **Operational / Tactical**

#### **Pre-event**

- Confirm speaker(s) for each event - two months in advance
- Get their bios and outline of material - one month in advance
- Liaise with Venue to confirm date and room size - two months in advance
- Set up Eventbrite link and confirm details with speaker(s)
- Send out mailchimp emails (2 each for 2 accounts)
- Liaise with Social Media team to agree strategy for publicity - two months in advance
- Send out mailchimp reminders
- Send out reminder email to people registered (morning of event)
- Confirm numbers with Venue

#### **During Event**

- Ensure equipment and branding is set up
- Work with Venue team in case numbers are more than expected
- Advise attendees of emergency procedure, QPWN photography etc
- Introduce speakers, facilitate session if necessary, close session with reminders etc.
- Network with participants at the event

#### **Post event**

- Formally thank speakers via email
- Agree post event publicity with Social Media team
- Issue event survey

#### **Committee Obligations**

- Attend committee meetings when called (monthly / six weekly)
- Ensure good connections with Chair and Social Media team to ensure smooth flow of information
- Maintain good record of events within google drive
- Maintain privacy in line with data protection, laws and Qatar culture

#### **Requirements**

- Outgoing self-starter with excellent networking skills
- Previous work experience in event planning / management preferred
- Highly proficient in Microsoft Office Suite and Google Drive / Docs
- Excellent communication skills in written and spoken English