

We are currently looking for an experienced

Events Manager

The purpose of the role is to enhance the reputation and the influence of Friends of Europe (FoE) as a leading think tank known for its ability to connect citizens to policy makers, to facilitate quality debates and enable change in policy making.

“Connect - Debate - Change” is our DNA and central to the way we work. We adopt a whole of society, whole of economy approach, engaging critical thinkers, unusual voices and those that are ready to challenge the status quo.

Working proactively, in a planned and organized manner with a focus on anticipating needs of the wider organization, the Events Manager is responsible for ensuring Friends of Europe events thus reflecting FoE’s strengths and capability.

Delivering to a high standard, managing costs and contractual requirements of events is an essential element of the events’ manager responsibilities.

WHAT WILL YOU BE DOING?

As Events Manager you will be responsible for:

- Managing the central FOE agenda of events (selection of possible dates for events, taking into account holidays, EU parliamentary activities, various external activities and other activities run by Friends of Europe/Debating Europe)
- Being responsible for full logistics support of events in your area of responsibility.
- Estimating and managing costs/budgets for internal needs and communication to partners
- Managing the technical/logistics aspects of events and ensuring deadlines and budgets are adhered to;
- Liaising with and booking suppliers
- Briefing and coordinating the staff/suppliers before and during the events
- Providing on-the-job training to programme managers, executives and trainees where needed
- Coordinating the preparation of materials/publications/presentations needed for the events
- Ensuring that the event is delivered according to Friends of Europe’s standards
- Managing the administrative part after the events, such as analysis, statistical reporting, financial report, follow-up on improvement actions, etc.
- Being an active team player, working in tandem and back-up with colleague Event Manager when needed.
- Executing any tasks and responsibilities commensurate with this position as required by the organization.

WHAT SKILLS AND QUALIFICATIONS DO YOU NEED TO HAVE?

Education, experience & knowledge

- An educational background in Events Management
- A solid number of years experience in events' coordination
- A practical Sound & Vision technical knowledge
- Knowledge of hybrid events is a plus

Behavioural competencies & skills

- Highly-motivated creative and enthusiastic personality
- Team player with a pro-active mindset, solution-oriented and positive mentality
- A genuine interest in working for a think tank, i.e. non-profit and civil society sectors
- Good verbal and written communication skills in English (knowledge of French and/or Dutch is a plus)
- Excellent time management and organization skills
- Ability to plan and deliver against short deadlines
- Ability to think in an out-of-the-box manner
- Ability to work in a dynamic, fast moving high-pressure environment
- Able to support events also early mornings and evenings, as well as abroad.
- Good knowledge of Microsoft Office tools

WHO CAN APPLY?

This position is only open to nationals of EU/EEA member states or Switzerland, and to non-EU nationals in possession of a valid work permit. Candidates must be legally and permanently allowed to work in Belgium (no assistance provided to obtain a visa or work permit).

HOW DO YOU APPLY?

The position is to start as soon as possible and will be based in Brussels.

To apply, please send us your CV and a cover letter – each no more than 1 page – indicating the position and your surname in the subject line, to jobs@friendsofeurope.org

Please use the following subject line: “YOUR NAME SURNAME – Events Manager”

Closing date for applications is July 30, 2021 (midnight CEST).