

Call for CVs Interim Events Manager

Deadline for submission July 22, 2018

General Description and objectives of the position:

The main objective of the Interim Events Manager is to contribute to the successful implementation of the activities of the World Leadership Alliance Club de Madrid (WLA-Club de Madrid), ensuring the best logistical conditions. He/she will work under the direct supervision of the Chief Financial Officer in close coordination with all other WLA-Club de Madrid departments.

Location: Madrid (applicants must hold EU citizenship or valid work permit within the EU)

Duration: 6-7 months, covering the maternity leave of the Events Manager and a period before and after the maternity leave. Full time position

Remuneration: Gross annual salary: 29,400€

Requirements

- University Degree
- At least 7 years of professional experience of which at least 5 years of continued professional experience in related fields of work
- Native in English or Spanish, and good level in the other language. Knowledge of other languages is an additional consideration.
- Excellent team working skills
- Capacity to work autonomously and under the pressure of tight deadlines, undertaking several tasks at the same time, reaching targets within the required deadlines.
- Availability to travel
- Immediate availability

Main Tasks

In coordination with relevant WLA-Club de Madrid Secretariat staff, and with the support Events Assistant whom he/she supervises, the Interim Events Manager's tasks include, among others:

Travel logistics

- Identify the most convenient itineraries for travelers, considering times, prices, airline class, schedules, etc., and purchase the preferred flight itineraries.
- Inform travelers of requirements of the countries where they are traveling such as visas, vaccines... When appropriate, collaborate with the traveler to meet those requirements.
- Arrange transfers and travel insurance.
- Guarantee that travelers have all relevant information before the travel, including itineraries, contact persons, hotels, transfers, travel insurance, information of the country.
- When possible, arrange access of WLA-Club de Madrid members to the authorities' lounges, in coordination with relevant Ministries of Foreign Affairs, embassies.... Inform the embassies or pertinent authorities of the arrival of WLA- Club de Madrid Members.
- When necessary, be available 24/7 to manage and solve incidents that may happen over the course of trips (flight changes, delays, cancellations...)
- Ensure the best use of services and benefits linked to frequent traveler cards of both the traveler and the WLA-Club de Madrid.
- Identify the most convenient accommodation, taking into account quality, price, location... Inform travelers about the accommodation alternatives & then reserve the preferred option.

Events Management:

- Negotiate and manage the contracting of the services needed for events. Supervise and coordinate the activity of the service providers.
- Find best venues for events. Arrange meeting rooms according to the needs of each event.
- Manage the protocol, set up, and audiovisual needs of the event and each meeting room.
- Coordinate the security of the event, in coordination with the relevant authorities.
- Organize the accreditation and access procedures.
- In coordination with the Communications Department, ensure the visibility of the WLA-Club the Madrid and relevant donors and partners during the event.

Budget Management

- Support the preparation of the budgets of projects and funding proposals, making sure that all the logistical resources needed for the different activities are identified and priced.
- Prepare the authorizations of expenditure for the services he/she is managing, and obtain the necessary signatures before completing the purchase.
- Make sure that the contracting of services complies with the rules determined by the donors, and that all expenses are backed with the relevant documents required by donors and internal procedures (quotations, invoices, boarding passes...)

The World Leadership Alliance Club de Madrid (WLA – Club de Madrid)

The WLA-Club de Madrid is an independent organization whose purpose and priority is to contribute to strengthening democracy in the world. The WLA-Club de Madrid acts as a consultative body for governments, democratic leaders, and institutions involved in processes of democratic transition. The political and leadership experience of its members – more than 100 democratic former heads of state and government - in processes of democratic transition and consolidation is the WLA-Club de Madrid's unique resource and main asset. Along with the experience and cooperation of other high level political practitioners and governance experts, this resource is a working tool to convert ideas into practical and feasible recommendations and action plans for implementation. For additional information on the World Leadership Alliance - Club de Madrid, please go to: www.clubmadrid.org

To show interest, please send a CV and a cover letter to:

clubmadrid@clubmadrid.org

by July 22, 2018

please indicate in the subject line **“Interim Events Manager”**

The WLA-Club de Madrid welcomes all indications of interests.

Only short-listed candidates will be contacted