

**Job Title: Event Manager**

**Area of Support:** GSG Impact Leadership Meeting

**Duration:** February - June 2025

**Location:** Remote

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### **GSG Mission & Objectives**

GSG Impact is a global not-for-profit organisation, established under the 2013 UK G8 presidency, with the goal to create the infrastructure and incentives for capital to flow for measurable, positive social and environmental impact.

We do this by creating, accrediting, and supporting national impact institutions - GSG National Partners. Today we are responsible for over 40 National Partners covering 60% of the global population. Over 50% of our National Partners are in emerging markets, with many more in development. Collectively GSG Impact and our National Partners work together as the GSG Impact Partnership.

We are a powerful global movement, developing innovative impact investment solutions and driving national and international policy and regulatory change to enable these solutions to be adopted at scale.

Our mission is to build impact economies across the globe, creating the infrastructure and incentives for capital to flow for the SDGs & climate goals.

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### **Job Summary:**

GSG Impact is looking for an Event Manager to support the organization of the annual Global Leadership Meeting (GLM), which will take place in Japan from May 20 to 22, 2025.

The GLM is a three-day, highly interactive international event designed as a workshop experience. It is organized in partnership with our local partner, the Japan National Partner. This invitation-only event has approximately 150 attendees from over 60 countries.

The Event Manager is responsible for the logistics planning and execution of this event, ensuring its success, on-budget, and alignment with GSG and Japan National Partner goals.

This role requires exceptional project management skills, attention to detail, and the ability to coordinate with stakeholders in different time zones to deliver a high-quality experience.

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### **Key Responsibilities:**

#### **1. Event Planning, Coordination & Execution:**

- Manage a comprehensive event plan, including budget and timeline.
- Create a simple mini website or online tool to communicate clear information about the event and manage registrations.
- Manage event communications with invitees: plan, draft and send out invitations and reminders to register for the event.
- Support attendees with Visa requirements
- Support GSG Impact team with travel requirements and accommodations
- Act as the primary point of contact for attendees' requests regarding logistics (e.g., accommodations, travel, and food requirements).
- Communicate with the event venue to create the right setting for the event.
- Communicate with the event hotel to ensure a smooth booking process for attendees.
- Collaborate with local stakeholders to research and recommend venues and suppliers that align with event goals and budget.
- Manage event-day operations, including staff coordination, troubleshooting, and ensuring a smooth guest experience.

#### **2. Stakeholder Communication**

- Provide regular updates on event progress, challenges, and milestones to key stakeholders.

#### **3. Budget Management**

- Maintain a detailed event budget to ensure the event is delivered within the approved budget.
- Negotiate contracts with vendors and suppliers to ensure cost-effectiveness.

#### **4. Post-Event Analysis**

- Conduct post-event evaluations to gather feedback, measure success, and identify improvement opportunities.
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### **Qualifications**

### **Experience:**

- Proven experience (5-8 years) in event planning and management, including large-scale events.
- Proven experience with international events and complex contexts.
- Experience working with multiple stakeholders.

### **Skills & Competencies:**

- Strong organizational and multitasking abilities.
- Excellent interpersonal and communication skills, both written and verbal.
- Proficiency in event management software and online tools.
- Budgeting and financial management skills.
- Problem-solving skills and ability to work under pressure.
- Time adaptation and flexibility to collaborate effectively with stakeholders across different time zones.

### **Additional Requirements:**

- Willingness to travel.
- Ability to lift and carry event materials as necessary.

**Note:** This job description outlines the general responsibilities and qualifications for the role. It is not exhaustive and may be modified as needed by the organization.

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### **Work Environment:**

Our work environment is inclusive and collaborative, designed to support a diverse, global team. Operating primarily online, we use digital tools and flexible communication strategies to stay connected across different time zones and locations. We foster respect, transparency, and teamwork to ensure everyone feels valued and empowered to contribute.

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### **Payment Terms and Rate**

We prefer candidates who operate as self-employed or through their own company and can invoice for services (equivalent to a freelance/contractor arrangement). The day rate for this role is £250, we estimate approximately 100 working days for this role.

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Interested candidates can send a CV one-page Cover Letter highlighting relevant experience in the field to [careers@gsgii.org](mailto:careers@gsgii.org) by **Jan 27, 2025 - Please apply early as we will be conducting rolling interviews and reserve the right to close the job sooner.**