**JOB DESCRIPTION**

|  |  |
| --- | --- |
| **JD Unique ID:** |  |
| **Job Title:** | Event Officer  |
| **Company:** | Self Help Africa  |
| **Location:** | Nairobi, Kenya |
| **Contract type:** | Fixed Term Contract |
| **Period** | May to Dec 2023 |
| **Reports to:** | **Country Director**  |
| **Organisation overview:** | **About Self Help Africa & United Purpose** In late 2021 Self Help Africa (SHA) and United Purpose (UP) merged. This merger extended our global footprint to 20 countries – with development programmes infifteen countries across Africa, in Bangladesh and in Brazil – together withadministration, management, support and business development teams in Ireland, the UK and in the United States.In all jurisdictions apart from Brazil and Bangladesh we are trading as Self HelpAfrica, with separate trading identities - Self Help Bangladesh and Self Help Brazil- created for these programmes.In early 2023 we launched a new five-year organisation strategy, which definesour shared mission as the alleviation of hunger, poverty, social inequality and theimpact of climate change through community-led, market-based and enterprise-focused approaches, so that people can have access to nutritious food, cleanwater, decent employment and incomes, while sustaining natural resources.Our wider organisation also includes social enterprise subsidiaries Partner Africa,which provides ethical auditing and consultancy services, TruTrade, an innovativetrading platform in East Africa, and CUMO, Malawi’s largest micro-financeprovider.Our three values are:▪ Impact: We are accountable, ambitious and committed to systemic change.▪ Innovation: We are agile, creative and enterprising in an ever-changingworld.▪ Community: We are inclusive, honest and have integrity in ourrelationships. |
| **Job Purpose:** | The purpose of this role will be to manage all aspects of the events, and related initiatives in Kenya. The selected person will have very strong event management skills and experience, as well as a strong handle of logistics, and strong people management skills. |
| **Key Responsibilities:** | The key tasks of this role are: * To plan, organize and execute successful events, ensuring events run smoothly and meet their agreed objectives.
* To manage event logistics, such as venue selection, vendor management, staffing, budgeting and timelines.
* To coordinate and communicate effectively with cross-functional teams including communications, Finance, logistics, security, in country and within HQ.
* To continuously evaluate and improve events, incorporating feedback and metrics to measure success.
* Ensure Events adhere to SHA polices, specially safeguarding, security and branding policies.

Specifically in relation to the Plant the Planet Event, which is the key Kenya fundraising event in the calendar, responsibilities include;* Event Management: Responsible for the overall planning and execution of the event in Kenya. This includes co-ordinating with local partners, suppliers, managing logistics, transportation, visas as well as ensuring proper health & safety measures are in place, and managing the event schedule.
* Stakeholder management: Main point of contract for local partners, sponsors and other stakeholders and maintaining positive relationships.
* People management Managing a team of volunteers and staff members during the event. This will include recruiting and training volunteers, delegating tasks and ensuring that everyone is working effectively as a team.
* Cross cultural communication: Require strong communication skills and be able to navigate cultural difference and organizing culture exchange activities as required.
* Working with Self Help Africa Ireland, manage all branding and visibility for the match day and project visits.
* Working with Self Help Africa Ireland, coordinating and liaising with local media and sponsors.
 |
| **Key Relationships:** | **Internal:** Finance, Logistics, Head of Programmes, Communications**External:** Various stakeholders. |
| **Knowledge, Experience and Other Requirements** | Essential:* Proven event management experience (minimum 5+ Years), particularly working with international organisations and entities.
* Experience managing and reporting on event budgets.
* A strong knowledge and network of venues and accommodation throughout Kenya
* Strong proven people management and marketing skills
* Experience in managing volunteers.
* Budget Management experience
* Fluent English and Swahili
* Good Microsoft Office skills
* Ability to successfully prioritise and manage multiple tasks.
* Ability to work well under pressure.

Desirable:* Experience in working in logistics.
* Understanding and experience of development and NGO work.
 |

*All candidates offered a job with Self Help Africa will be expected to sign our Safeguarding Policies and Code of Conduct as an appendix to their contract of employment and agree to conduct themselves in accordance with the provisions of these documents. Specific roles may require Police/DBS/ [relevant police authority] vetting.*

**Self Help Africa strives to be an equal opportunities employer.**