

# Job Description

1. **NAME:** Vacant
2. **POSITION TITLE:** Forum Manager
3. **POSITION CLASSIFICATION:** D
4. **LOCATION:** Flexible
5. **REPORTING RESPONSIBILITIES:**

The reporting responsibilities of this position are as follows:

<b>Reporting to;</b>	
<b>5.1 Direct Reporting Line</b>	<b>Reporting Areas</b>
Director Membership and Constituency Engagement,	All Matters
<b>5.2 Functional Reporting Line</b>	<b>Reporting Areas</b>
Co-Executive Directors	Area of risk assessment and contingency planning

- *Direct reports indicate those staff members this position directly reports to, and is responsible for performance appraisals of this position.*
- *Functional Reports indicate staff this position reports to or interacts with and who this position is accountable to for the specific function.*

<b>Reported by;</b>	
<b>5.3 Direct Reports</b>	<b>Reporting Areas</b>
Forum Staff	All Matters
<b>5.4 Functional Reports</b>	<b>Reporting Areas</b>
MCE Manager	All forum matters

- *Direct reports indicate those staff members directly reporting to this position, and this position is responsible for performance appraisals of.*
- *Functional Reports indicate staff reporting or interacting with this position and who are accountable to it for the specific function.*

## 6. OVERVIEW

### **Overview of the Position:**

The Forum Manager is a full-time position responsible for providing leadership in the logistical planning, implementation and evaluation of the AWID International Forum. The Forum Manager will:

- Provide strategic leadership and management of the development and implementation of Forum logistics strategies and work plans
- Coordinate closely with relevant staff who are leading programmatic components of the Forum
- Manage Forum staff and contractors, providing direction, managing performance and overseeing work planning to ensure effective fulfillment of Forum objectives
- Develop, manage and adhere to the budget and other Forum resources, ensuring adherence to financial controls and financial and organizational policies and procedures

## **7. MAJOR RESPONSIBILITIES**

### **Forum Leadership**

- Responsible for development, review and implementation of Forum logistics strategies and related work plans, including the development and monitoring of indicators and other mechanisms to evaluate the progress of the work, in coordination with and through supervision of Forum team members
- Oversight and responsibility for the Forum budget, in adherence with all relevant policies and procedures of AWID and program objectives and in close coordination with other initiative managers.
- Implements and adheres to internal financial controls, engages in regular monitoring of expenditures, and approves Forum expenditures in accordance with the approved budget and established organizational policies
- Provide high-level advice to the Directors Team on logistical viability and requirements of desired Forum program components
- Align logistic priorities to programmatic requirements, as determined by the MCE Director , making clear what is feasible or not
- Integrate a feminist politic into the implementation of Forum logistics, with input from relevant staff
- Develop and implement, in coordination with the MCE Director , an internal communication and coordination plan to ensure that staff are well-informed, aligned and appropriately engaged in the Forum preparatory process
- Oversee development of a Forum safety & security strategy and plan to mitigate logistical risks
- Ensure the timely and effective implementation of Forum activities and deliverables, as outlined in the work plan
- Document lessons and insights from the Forum logistics process (including the timing of key milestones) to support future Forum organizing
- Work with Directors and other managers to address Forum-related human resources, financial, legislative issues as they arise to ensure that AWID is effective in achieving its outcomes and as well as undertaking itself as a strong feminist organization

### **AWID International Forum: Site and Logistics**

- Organize site visits which may include the forum manager attending to scope potential venues and gather relevant data to inform decision-making on Forum place and date
- Establish relevant relationships with government officials from the Forum host-country to secure support with facilitating visas (Foreign Affairs Ministry); and to mitigate potential political interference or backlash (Women's Ministries or local government officials from the city hosting the Forum)
- Research, assess and contract relevant consultants and vendors, in line with established procurement policies, likely including a Professional Congress Organizer (PCO) and

Destination Management Consultant (DMC), airlines, hotels, local transportation providers, interpretation services, t-shirts, conference bags, local tour providers, etc.

- Actively maintain relations, oversee and provide quality control to all work performed by 2024 Forum consultants and vendors
- Support logistical organization of, contribute to agenda-setting and participate in Forum planning meetings as required with internal and external stakeholders
- Liaise with external parties planning to host “piggy-back” events to support alignment and coordination as viable
- Liaise with advisors based in the host country to ensure that Forum logistics are taking advantage of their advice and responding to their priorities, to the extent possible

#### **AWID International Forum: Participation, Program and Registration**

- Research and analyze options to outsource or keep in-house the Forum registration and oversee implementation of the option that is ultimately decided upon
- In consultation with relevant staff, establish the requirements for Forum database to handle session/activity information and Access Fund details (flights, hotel), ideally with tie-in to registration database
- Oversee the management, in close collaboration with the IT manager, of all Forum databases; ensure training of relevant staff to navigate databases appropriately
- Inform the development of process proposals for a call for participation and Forum Access Funds, ensuring their logistical feasibility
- Set parameters for and oversee implementation of the Forum Access Fund process and all communication with and travel arrangements for selected participants
- Develop an accessibility strategy (and budget) for the Forum, in consultation with relevant resource people to ensure that all Forum components are as accessible as possible to participants who may have a wide variety of disabilities
- Ensure close coordination with the MCE and ICM teams, providing needed logistical perspectives and requirements, to inform all Forum communications products, including but not limited to:
  - general promotional materials
  - Forum content on awid.org
  - call(s) for participation
  - program book & schedule
  - participant communications
- Work with the MCE Director to oversee the review and selection of proposals for participation, in accordance with the established process
- Oversee communication of decisions on accepted and rejected proposals for participation, and ensure regular communication with all approved to organize activities at the Forum
- Liaise with relevant staff to understand their aspirations for Forum components and provide on-going logistical advice and orientation to ensure that proposed plans are feasible
- Provide leadership in responding to ‘special requests’ from participants, resolving problems and channeling appropriate concerns to the Director of MCE and Co-Executive Directors, as needed
- Develop the forum schedule – aligning expected session/activity size with appropriate space and interpretation capacity

#### **AWID International Forum: On-site**

On site, the Forum Manager has ultimate responsibility for the smooth operation of all logistical aspects of the Forum:

- ground transportation to/from venue
- registration and participant welcoming and orientation
- participant information booth(s)
- overseeing sessions, responding to change requests
- plenary set-up and audio-visuals
- appropriate interpretation
- ensuring accessibility
- ensuring adequate signage and maps
- overseeing on-site meals and special events
- overseeing reimbursements, flight confirmations and other logistical assistance for sponsored participants
- participant safety and security

**Team and organizational leadership, development and support**

- Contribute to the development of a high quality Forum team through participation in recruitment, orientation, evaluation and career development
- Supervise, mentor and provide strategic direction to reporting staff, who may be working remotely in multiple locations across multiple time zones, for effective project management, work prioritization, and work planning
- Promote an organizational culture of high performance and professional development and growth that values learning and teamwork
- Promote shared leadership and participatory processes within the Forum team and in its interactions with other AWID teams
- Support wellbeing of team members, including discussion and implementation of relevant accommodation procedures where relevant
- Provide regular feedback on performance of reporting staff relative to AWID's overall outcomes and specific desired Forum outcomes, and facilitate 360 feedback
- Take an active role in the leadership of the organization through participating actively in organizational meetings and work processes

*Please Note: The above JD contains the main responsibilities and duties of this position. However in an ever evolving organisation such as AWID staff members are expected to show flexibility in their approach to work and be willing to undertake other tasks that are reasonably allocated to them but which are not part of their regular JD. Where any task becomes a regular part of staff member's responsibilities, the JD should be changed in consultation between the manager, the staff member and the responsible HR person. Any one of the three may initiate the consultation.*

## **POSITION SPECIFICATIONS:**

### Essential Values and Competencies

- Commitment to intersectional feminism and its implications for organizational practices and anti-oppression
- Understanding diverse forms and realities of feminist movement organizing locally and globally
- Transparency and accountability
- Critical thinking and analysis
- Strategic risk management
- Attention to detail
- Build strong and genuine interpersonal relations
- Coaching and developing teams
- Self awareness and insight

### Essential Knowledge, Skills, Abilities & Experience

- More than five years of in a similar role or roles responsible for overseeing, developing and implementing a large and complex event, convening, or conference of at least 1,000 participants.
  - handling a wide range of programme and logistical tasks
  - with international project planning and management
  - working in a multilingual and cross-cultural environment
  - supervising staff and consultants
  - developing procedures and systems and knowledge of best practices
- Strong organizational skills with multi-tasking capability
- Ability to work well in high-pressure situations and with tight deadlines
- High levels of initiative, creativity, and resourcefulness
- Demonstrated capacity to think strategically and analytically, with expertise in complex problem solving, decision making and critical thinking skills, displaying good judgment
- Experience with monitoring and evaluating outcomes, expertise in budget monitoring
- Good planning, budgeting, finance monitoring, and HR skills
- Effectively manages the 'risks' appropriate with the level of responsibility: safety, human resources, financial, programmatic, political, etc.
- Experience in human resource management; ability to work with a diverse and virtual team and engage team members, build consensus, and build high performance teams
- Excellent written and verbal communication skills in English
- Ability to travel internationally (approx. 6-8 weeks per year)
- Commitment to work occasional evenings and weekends in weeks and days leading up to, and during AWID Forums and Events

### Desirable Knowledge, Skills, Abilities & Experience:

- Specialized experience in related areas such as communications, digital marketing, campaigning, and information technology
- Experience with community management of online interaction platforms and apps
- Familiarity feminist theory and women's rights frameworks
- Training or facilitation experience
- Preference for bilingual or trilingual applicants
- Experience of shared leadership models of work
- Experience working in a decentralized, virtual organization