

Job description: Event Assistant

Job title: Event Assistant

Location: Remote / in London week beginning 12 December

Duration: approximately 17 days between 7 November and 23 December, 2022

Reporting to: Research Advisory and Policy (RAP) Assistant

Salary: £13 per hour; accommodation will be provided in London during the event if required.

Conciliation Resources

Conciliation Resources is an independent international organisation working with people in conflict to prevent violence, resolve conflicts and promote peaceful societies. We believe that building sustainable peace takes time. We provide practical support to help people affected by violent conflict achieve lasting peace. We draw on our shared experiences to improve peacebuilding policies and practice worldwide.

Research, Advisory and Policy Department

The Research, Advisory and Policy Department (RAP) of 12 staff facilitates learning and provides guidance to improve peace policy and practice inside and outside CR.

RAP is responsible for cross-organisational research programmes, including the Accord publication series, thematic policy advocacy, and organisational approach and technical support to Departments and Programmes on gender, and monitoring, evaluation and learning. The RAP Department works with the CR EU team based in Brussels.

Job Purpose

The post-holder will help organise a hybrid Joint Analysis Workshop (JAW) on peace mediation in contexts where self-determination is an issue. The workshop will take place in London on 14-15 December 2022 at a venue in central London.

The workshop is part of a three-year learning partnership between Conciliation Resources and the Sasakawa Peace Foundation. The aim of the workshop is to learn from the practical experience of peace and mediation (support) actors who have been, or are currently engaged in conflicts where self-determination is an issue. Participants will include mediators of formal high-level processes and their advisers/support team members, insider mediators and others working at national and local level, and representatives of conflict parties.

Scope and Accountability

The Event Assistant reports to the RAP Assistant and is a member of the RAP Department. They will work with the RAP Assistant, Head of Accord and Director of RAP. They will provide administrative and logistical assistance to event preparations, be on hand during the event to help with the smooth running of the event, and carry out any wrap-up tasks after the event.

Specific responsibilities and tasks

a. Event preparation

Support the RAP Assistant with the following tasks:

- Booking flights and accommodation for overseas participants and supporting any visa applications and Covid test arrangements

- Liaising with the workshop venue on catering, hybrid meeting facilities, building safety procedures, and checking dietary requirements
- Arranging translation or interpretation
- Setting up the online arrangements (Google Meets or Zoom) for the participants joining remotely
- Organising the evening social dinner for in person workshop participants
- Preparing and disseminating an information and instructions pack for both in person and online participants

b. Event implementation

Support the RAP Assistant in week beginning 12 December in:

- Answering any queries from workshop participants
- Meeting overseas participants at the airport or train stations, as needed, and helping them to their accommodation.
- Accompanying participants from their hotel to the venue
- Acting as an 'online buddy' for the participants joining remotely, helping to troubleshoot and issues with sound or accessibility, communicating with facilitators to ensure participants can raise questions /make comments
- Preparing paperwork for reimbursement of expenses by workshop participants, and collating and storing receipts from participants and Conciliation Resources staff
- Note-taking and collating notes from the workshop

e. Other

Apply our core values to all work and develop them within the organisation, including through signing and adhering to Conciliation Resources' Code of Conduct

Demonstrate a commitment to gender equality, diversity and inclusion, including a respect for diverse cultures and ways of working and adhere to CR's equality, diversity and inclusion policy and its effective implementation.

Person specification

Essential knowledge, skills and experience

- Strong organisational, time management, planning skills and an attention to detail
- Experience of online and in person event organisation and logistics, including organising travel for participants. handling event finances such as receipts and per diems
- Experience of liaising with service providers
- Good interpersonal skills
- Experience of note-taking and summarising information
- Good written and verbal communications skills in English
- Good IT skills and experience of use of online digital platforms, such as Zoom and Googlemeet.
- Ability to work as part of a team and independently, and manage a varied workload
- Positive and flexible attitude

Desirable

- Interest in conflict transformation, gender and peacebuilding issues

October 2022