



## **Terms of Reference for Consultant: Event Manager for IGHNxEU**

### **Event Manager – IGHNx EU 2025: Empowering Women for a Healthier Europe**

#### **1. Background**

The Irish Global Health Network (IGHN), in collaboration with EU and international partners, will host **IGHNx EU 2025**, a flagship event focused on advancing women's equity in the health workforce. This high-impact event will highlight the lived experiences and leadership of women healthworkers across Europe, including migrant women and women from the Global South through storytelling, dialogue, and cultural celebration.

This role is essential to delivering a dynamic, inclusive, and strategic conference with actionable policy outcomes.

#### **Requirements**

- Demonstrated experience in event management, preferably with international or EU focused events
- Strong communication and negotiation skills to engage with potential speakers, partners, and other stakeholders effectively.
- Good understanding of communication, marketing and promotion channels
- Excellent writing and finishing skills with attention to detail.
- Proven administrative and logistics skills.
- Ability to work independently and meet deadlines.



- Exceptionally organised and detail-oriented, with a strong track record of managing complex projects to deadline.
- Proficient in using Gantt charts, project management software (e.g., Trello, Asana, or similar), and structured workflows to ensure tasks are tracked, timelines are met, and nothing falls through the cracks. Adept at prioritising competing demands and maintaining clarity across multiple workstreams.

## **Deliverables**

Work with and under the supervision of the Communications and Events Lead and with direction from Executive Director

### **2.1 Event Planning and Coordination**

- Create and manage a detailed project timeline and delivery framework.
- Ensure that all the required administrative tasks and logistics associated with the conference are carried out successfully.
- Support with the organisation of the conference including but not limited; securing speakers, draft scripts, running order, promotion, CPD, etc.
- Send out invitations and coordinate promotion.
- Manage and coordinate with volunteers ahead of during the event
- Liaise with relevant organisations and partners for the purpose of organising, sponsoring, and partnering for the conference.
- Follow up after the event with thank you and website updates.
- Provide full report on conference after the event concludes.



- Provide suggested follow-up actions after the conclusion of the conference.
- Draft and coordinate production of conference summary document.
- Undertake such other relevant duties as assigned and required by the Programme and Communications Officer and IGHN secretariat.

## **2.2 Steering Group Coordination**

- Organise and facilitate Steering Group meetings and planning workshops.
- Prepare and circulate minutes, decisions, and follow-up actions.
- Act as liaison between the core IGHN team and external partners.

## **2.3 Programme Development**

- In consultation with Steering Committee, develop a cohesive, inclusive agenda integrating policy, cultural, and academic dimensions.
- Collaborate on content development including speaker recruitment, draft scripts, and running order.
- Curate and integrate TEDx-style talks, roundtables, and artistic elements.

## **2.4 Communications & Promotion**

- Coordinate invitations and targeted promotional campaigns across digital, email, and media platforms.
- Manage pre-event promotion and social media aligned with programme goals.



- Support drafting of a comprehensive media strategy including onsite press and post-event advocacy.

## **2.5 Content and Deliverables Management for the following project deliverables:**

- Programme speaker bios
- Generate **Conference Summary Document with key evaluation metrics**
- Brief and coordinate with **Policy Writer** to produce actionable recommendations policy brief.
- Support the development of a **Post-Event Campaign** to amplify outputs

## **3. Coordination of Key Activities**

### **3.1 TED-Style Talk Sessions**

- Coordinate production logistics for keynote and community-led TEDx-style presentations.
- Manage speaker support and creative integration (e.g. music, poetry).

### **3.2 Roundtable Workshops**

- Coordinate roundtable discussions working closely with planning team
- Facilitate interactive roundtables with inclusive moderation.
- Coordinate note-takers and rapporteurs for documentation.

## **Method of Work**



The Event Manager will work closely with the Communications and Events Lead, the wider IGHN team, and other stakeholders to effectively plan and execute the conference. This is a remote position, and the Events Manager can work flexibly, but must be based in Ireland, Dublin-based is preferred. The Events Manager will be expected to attend the conference in person.

## **KEY DELIVERABLES**

### **Programme Development & Communications:**

- 1. Conference Agenda**

Develop and finalize a comprehensive, thematically aligned agenda including plenary sessions, panels, performances.

- 2. Conference Web Page & Registration Portal**

Launch and oversee the conference webpage and online registration system, ensuring user-friendly functionality and updated content.

- 3. Marketing & Promotion Strategy**

Design, implement, and monitor a targeted multi-channel promotional campaign to maximize audience engagement and visibility.

- 4. Speaker & Performer Communications**

Manage outreach and liaison with invited speakers and performers, providing logistical and content-related support.

- 5. TEDx-style Training for Contributors**

Organize and co-facilitate speaker briefings focused on storytelling, stage presence, and clear messaging.

- 6. Media Outreach Campaign**

Coordinate strategic engagement with press and media outlets, including preparation of press releases, interview facilitation, and digital outreach.

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## **Event Execution & Post-Event Deliverables:**

### **7. Policy Document**

Support the policy writer with finalization, and dissemination of a policy document outlining the event's outcomes and policy recommendations.

### **8. Media Documentation**

Oversee event photography, videography, and content uploads (e.g., YouTube, social media), ensuring quality and branding consistency.

### **9. Monitoring, Evaluation & Feedback Collection**

Design and implement tools (surveys, interviews, polls) to collect feedback from participants and stakeholders.

Lead M&E data collection and analysis aligned with key evaluation metrics defined in the project proposal (e.g., participant engagement, representation, satisfaction, knowledge transfer, gender equity outcomes), and feed findings into final reporting and learning.

### **10. Archiving of Materials**

Coordinate the systematic collection and digital archiving of presentations, media assets, and supporting documents across IGHN platforms (e.g., SharePoint, website).

### **11. Follow-up Actions & Stakeholder Engagement**

Support the coordination of partnerships, initiatives, and collaborative actions initiated during the event, ensuring continuity and accountability.

### **12. Impact Evaluation**

Contribute to assessing the event's strategic impact on advancing the gender equity agenda in global health through qualitative insights and outcome tracking.

### **13. Post-Event Report**

Produce a detailed, visually engaging report summarizing key sessions, participant metrics, evaluation findings, stakeholder feedback, and strategic insights.



#### **14. Post-Event Digital Campaign**

Manage the rollout of a targeted digital campaign showcasing event highlights, speaker content, and policy messages for ongoing advocacy.

### **6. Reporting and Oversight**

- Report directly to the Communications and Events Lead with guidance from IGHN Executive Director.
- **Weekly updates** at Secretariat team meeting

### **7. Duration and Location**

#### **Period and Terms**

The Events Manager will work up to 60 days from week commencing July 1st to 31<sup>st</sup> December. The Consultant will be compensated at a rate of €300 per day (including taxes and expenses).

- **Contract Duration:** July–December 2025
- **Working Model:** Remote (Ireland-based required; Dublin preferred)
- **Onsite Attendance:** Required for the live event