

Job description

1. NAME:
2. POSITION TITLE: Forum Logistics Lead
3. POSITION TIER: C/D
4. LOCATION: Flexible/Remote
5. REPORTING RESPONSIBILITIES:

The reporting responsibilities of this position are as follows:

Reporting to:	
5.1 Direct Reporting Line	Reporting Areas
Forum Manager	All matters
5.2 Functional Reporting Line	
Operations Manager	Operations Matters

- 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.

Reported by;	
5.3 Direct Reports	Reporting Areas
-	-
5.4 Functional Reports	Reporting Areas
-	-

- 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 of the Position

The AWID International Forum to be held in December 2024, in person, in Bangkok, Thailand, is the world's largest event that wholeheartedly centers feminist and gender justice movements in all their diversity. It is a transformative space created by and for the movements. We plan to gather 2,500 in-person and 3,000 online/hybrid participants to network, build alliances, celebrate, and learn in a stimulating, emotive and safe atmosphere.

The Forum Logistics Lead works under the supervision of the Forum Manager and is responsible for providing support in the logistical planning, implementation and evaluation of the Forum, including working closely with external contractors and ensuring that Forum participants have the information and support they need to travel, register and be part of this flagship event.

This role requires flexible work across different time zones, especially the time zone of the AWID Forum. It is an 18-month fixed term position.

7. Major Responsibilities:

7.1 Forum Pre-Registration

- Support the Forum Manager and IT team with developing the Registration system, including supervising offsite tech teams and ensuring they deliver a high quality system within our timelines
- Supervise the Registration contractor, ensuring they deliver high quality work; this includes training contractors on how to answer basic Forum questions
- Suggest process refinements, to make registration as seamless as possible
- Process all of the non-straightforward registrations, including corresponding with people who need language assistance and who have other special needs and circumstances
- Produce reports for the relevant AWID teams on registrations, so they can track participants and speakers
- Support the finance team with reconciliations, including matching wire payments to registrations, and tracking

7.2 Visas and Embassy Liaison

- Develop working relationships with relevant government institutions and embassies, supported by the PCO (Professional Congress Organizer), in order to advocate on behalf of AWID participants to secure visas.
- Liaise with contracted travel agents on the best routes for visa purposes
- Assist participants with required travel documentation

7.3 Logistical Correspondence

- Correspondence on all logistics Forum related matters as required.
- In collaboration with Forum communications staff, anticipating and drafting helpful reminders to participants about their participation, and how best to prepare, also for website and social media

7.4 Onsite and Hybrid Event Logistics

- Oversight of onsite Registration, working with the PCO and Forum Manager
- Oversight of coordination of breakout rooms and other sessions spaces, working with the PCO; this includes ensuring that local staff are well integrated into the Forum
- Proactively troubleshooting onsite
- With the Forum Hybrid Lead, support the development of the Forum App
- Support the PCO in terms of setting up the Exhibition, Marketplace and all other spaces at the Forum as required

7.5 Organizational Processes and Individual Work Planning

- Proactively identifies operations and technical gaps or inefficiencies, and seeks guidance from the Forum Manager to fill or fix them
- Participate and contribute to the Forum logistics team coordination meetings
- Maintain relationships with staff in other program areas to facilitate smooth coordination and communication
- Participate organizational meetings
- Develop and monitor an individual work plan that will document the timeline, requirements and deadlines for all tasks and deliverables related to the International Forum

7.6 Team and organizational leadership, development and support

- Ensure the timely and effective implementation of deliverables linked to individual work plans, including all activities, reports and evaluations.
- Develop professional development objectives, monitors individual work plan, timesheets, staff expenses, and other HR and admin requirements
- Seek guidance and work towards setting and meeting own SMART performance objectives
- Participate and contribute to the Forum team coordination and planning meetings
- Explore new ideas for improving management of duties and enhancing one's own capacity
- Carry out any other relevant tasks as required by, and mutually agreed with the your line manager

Please Note: The above job description (JD) contains the main responsibilities and duties of this position. In an ever evolving organization 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

- Value a feminist intersectional framework and its implications for organizational practices and committed to the principles of feminism, anti-oppression.
- Integrity, transparency and accountability
- Critical thinking and analysis

- Results oriented
- Able to build trust-based interpersonal relations across the organization

Essential Knowledge, Skills, Abilities & Experience

- At least 5 years experience in an event or logistics coordinating role, or equivalent experience, preferably in a gender justice, women's rights or in a non-profit/NGO setting
- Experience in developing effective logistics procedures and systems, building on best practices in event planning, with international project planning and management and working in a multilingual and cross-cultural environment
- Excellent written and verbal communication skills in English (other languages are an asset)
- Demonstrated ability to develop, coordinate implementation, monitor and evaluate a project plan with multiple deliverables, stakeholders and deadlines
- Strong organizational skills with multi-tasking capability
- Ability to work well in high-pressure situations and with tight deadlines, and strong planning and prioritization skills
- Flexibility to work occasional evenings and weekends in weeks and days leading up to AWID Forums and Events
- High levels of initiative, creativity, and resourcefulness
- A passion for gender justice as well as women's and human rights issues
- Excellent attention to detail
- Ability to travel internationally (approx. 6-10 weeks per year)
- Experience working remotely with other team members as well as vendors and suppliers
- Demonstrated capacity in complex problem-solving, displays good judgment
- Ability to work with a diverse staff team and engage team members, build consensus, proactively de-escalate and resolve conflict
- Able to absorb new skills and information quickly
- Able and willing to perform diverse tasks as needed in a timely manner
- Able to work independently with minimal supervision and as part of a team
- Strong knowledge of IT or a strong base and willingness to learn, including databases, Slack, Asana, Google drive and presentation packages

Desirable Knowledge, Skills, Abilities & Experience:

- University degree in Event Management, Business, Development, or Social Sciences, or relevant experience in lieu
- Familiarity with feminist and women's rights frameworks.
- Courses or certificates in women's/feminist studies, political economy or human rights considered an asset
- Experience of shared leadership models and practice
- Experience working in a global, virtual organization
- Experience supervising consultants and/or volunteers
- Knowledge of multimedia an asset
- Experience working in a decentralized, virtual organization