



Brussels, 12 January 2021

## **JOB DESCRIPTION**

Women Political Leaders (WPL) is the global network of female politicians. Its mission is to increase the number and influence of women political leaders to achieve men-women parity. WPL is an independent, post-partisan, not-for-profit foundation based in Iceland, the world champion of gender equality. The Brussels secretariat is very international and regularly works with women Parliamentarians and decision-makers around the world.

### **Programme Manager**

Women Political Leaders is looking for an experienced and talented Programme Manager to reinforce its Communications & Programme department. Part-time position.

Reporting to the Director of Communications and Programme, the Programme Manager will outline compelling content and programmes for conferences and conversations, both digital and in-person, in line with the mission and the content strategy of the organisation. The ideal candidate must have strong practical experience in project management gained through managing complex programmes. The successful candidate will work in partnership with the organisation's partner and community teams to create strategic programming.

For the purposes of clarification, the job entails community activities for the communities of WPL, the Reykjavik Global Forum, and the #Girl2Leader initiatives. More information can be found at <https://www.womenpoliticalleaders.org/>, <https://reykjavikforum.global>, and <https://girl2leader.org>.

### **Responsibilities**

- Identify content needs and manage content development process for all events end-to-end including project management, production timelines, event agenda, space allocation and pace of conversations among content stakeholders
- Coordinating the conferences and their interdependencies
- Engage key stakeholders at the start of the content planning process to identify the content strategy and organisational goals
- Defining the program governance (controls)

- Managing the program's budget
- Managing risks and issues and taking corrective measurements
- Aligning the deliverables (outputs) to the program's "outcome" with the aid of the project manager
- Create event agenda with key stakeholders and partners to secure attendee flow, matching speaker experience
- Managing the main program documentations such as the program initiation document
- Hands-on, daily management of all session and speaker logistics including session details, speaker assignments, and profiles, session scheduling, proofreading, PowerPoint presentations, and more
- Manage speaker communications including Call for Presentations, and speaker rehearsals
- Schedule and run conference calls and meetings with panelists including meeting agendas, resources and meeting notes
- Stays informed of developments in the field of conferencing to foster ideas and innovation
- Measure results (evaluations, attendance, feedback) on all content and communicate findings back to key stakeholders
- Modify processes to adopt best practices and incorporate feedback as appropriate.

### **Qualifications / Skills**

- Ability to create compelling programme for conferences
- Good understanding of the wider objectives of the programme
- Strong leadership and management skills
- Good knowledge of budgeting and resource allocation procedures
- Good organisational, planning, and coordination skills
- Ability to manage multiple projects simultaneously
- Networking savvy. Strong interpersonal skills and ability to build collaborative relationships
- Versatile copywriting skills, good verbal presentation, group dynamic, and facilitation skills
- Proactive approach in resolving problems and issues.

### **Education and Experience Requirements**

- Bachelor's degree in an appropriate field of study to the mission of WPL
- 3-plus years of conference/programme planner or related experience



- Demonstrated experience with the organisation of different kind of conferences
- Experience working in a high-volume, fast-paced environment
- Project Management Certification is a plus

Successful candidates are not WPL employees, they have an independent status.

Candidates should send an email entitled Programme Manager Application to [mail@wpleaders.org](mailto:mail@wpleaders.org) with a CV and letter of motivation (each no more than one page of A4).

### **Personal data processing**

The personal information entered on the application forms is recorded in a computerised file. WPL will only process or use your data to the extent necessary for our recruitment.

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