Congress and Events Officer

Job Description

Location: London (flexible)

Salary: From £36,000

Contract: 12-month initially with possibility of renewal. Work from home.

About PEN International
PEN International was founded in 1921 and it operates across five continents in over 900 countries, with 130 Centres supporting unhampered transmission of thought within each nation and between all nations. PEN International is guided by the ideals of the PEN Charter, which expresses every member’s commitment to protecting the free exchange of ideas and promoting the value of literature.

About the Role
This is an exciting opportunity to join an influential organisation that promotes and defends freedom of expression. The Congress and Events Officer role would be ideal for someone who wants to make a difference and be responsible for promoting PEN's mission through the planning and execution of a variety of important events.

This role will be responsible for the organisation of PEN International’s Annual Congress, support the organisation of Committee meetings and public facing meetings both online and in person to promote PEN’s mission.

The Events Officer reports to the Executive Director and will work across the entire organisation and with the PEN membership.

This post requires international travel and flexibility with working hours.

Key Responsibilities

- Planning and execution of Annual Congress under the Executive Director instructions, including budget development, monitoring and reporting.
- Prepare risk assessment and risk management protocol.
- Develop events fundraising plan, identify funders and corporate sponsors, prepare fundraising submissions, and ensure timely reporting. Support Centre-to-Centre fundraising initiatives for funded delegates.
- Overseeing administration and coordination of all congress related activities, including registration, travel arrangements and technical support.
- Support a range of Committee meetings coordinating with Chairs - Writers for Peace Committee (WfP), Women Writers Committee (WWC), Translation and Linguistic Rights Committee (TLRC), and Writers in Prison Committee (WiPC);
- Support the organisation of PEN International’s events up to 4 per year, working closely with the fundraising and communications team.

This job description is only a summary of the typical functions of the job, not an exhaustive or comprehensive list of all possible responsibilities, tasks, and duties. Responsibilities, tasks, and duties of the jobholder might differ from those outlined in the job description and other duties may be
assigned. This job description may be amended at any time at the sole discretion of PEN international.

**Person Specification**

**Essential**
- Demonstrable experience of organising in person and online conferences and events internationally.
- Excellent financial project management skills (including digital projects).
- Experience leading on projects from planning through to execution.
- Experience in planning, organising and fundraising for events.
- Excellent interpersonal and organisational skills, attention to detail, and ability to work under pressure.
- Excellent communication skills with the ability to effectively represent the organisation in both written and oral communications; ability to deal with sensitive issues with discretion.
- A calm, diplomatic, and flexible approach and demeanour; ability to work across a range of projects with different stakeholder groups.
- Language proficiency - Spanish working level or above.
- Excellence in working with documentation software and content platforms, including Microsoft PowerPoint, Excel, Word; knowledgeable in working with cloud-based platforms and data; web publishing and editorial skills (e.g., WordPress, CMS).
- Commitment to the PEN Charter and PEN values

**Desirable**
- Experience working with people from diverse cultural backgrounds.
- Other languages welcome.

**How to apply:**
You can apply by sending your CV and cover letter to hr@pen-international.org.

This advert will close on 5th Dec 2023.