

Amnesty International UK

Freelance Events Producer – Refugee Summit July 2016

We are looking for a highly experienced Freelance Events Producer to start immediately. We need you to hit the ground running and deliver a “refugee stakeholder summit” and campaign related creative partnerships.

About Amnesty

Amnesty International UK is a national section of a global movement of over seven million supporters, members and activists. Collectively, our vision is of a world in which every person enjoys all of the human rights enshrined in the Universal Declaration of Human Rights. Our mission is to undertake research and action focused on preventing and ending grave abuses of these rights. We are independent of any government, political ideology, economic interest or religion.

Role Purpose

As we approach the launch of Amnesty International’s campaign on refugee rights Amnesty will host a “refugee summit” bringing together supporters and partners to help shape the planning process for the new campaign. We will build a rich picture of the activity taking place on refugee issues within the UK and look to deliver a public facing creative partnership which will help build Amnesty’s presence across this area of work.

The role

We are seeking to recruit a freelance Events Producer to

- Pull together and manage project management tools – project plan, budget, regular project group meetings & reporting
- Research potential groups/ individuals to attend summit
- Work with Amnesty teams on summit invitation process
- Work with summit facilitator and Amnesty campaigners to devise the programme
- Deliver/ pull programme together
- Manage scheduling and logistics
- Deliver AV & design requirements
- Manage associated travel and accommodation
- Book and oversee catering
- Book and brief photographer
- Post event follow up and evaluation

We estimate that this will take up to 40 days

You will have demonstrable professional experience of developing, project managing and delivering complex live events and conferences involving multiple stakeholders. You will have managed significant budgets and regularly use effective tools to deliver efficient project plans. Ideally (but not prohibitive) you will have excellent knowledge in human rights and alongside this you will be an excellent communicator both written and verbal, with the ability to think creatively and inspire innovation.

The role will report to the Events and Artist Relations Manager.

Conditions of Contract

Amnesty International UK will pay the successful freelancer a daily rate of £200. Any expenses to be agreed and approved by Manager.

The consultant will be a self-employed person responsible for taxation and national insurance or similar liabilities or contributions in respect of their fee. The successful consultant will not, therefore, be entitled to Amnesty International's Staff Terms and Conditions and nothing in this agreement constitutes a Contract of Employment.

Logistics

The freelancer would be required to come to the Human Rights Action Centre in London on a regular basis to meet and coordinate with key Amnesty staff.

Timing

We estimate the research, development and delivery of the event will take approximately 40 days. This time includes meetings and the event itself (8/9 July).

We are looking for someone to start immediately until approximately 15 July 2016.

Amnesty International values diversity and welcomes applications from all sections of the community.

Submissions

A CV and covering letter outlining your suitability for the project should be submitted by **12pm Monday 23 May** Interviews will be Wednesday 25 May.

If you would like to discuss this brief in more detail, please contact:

Sarah Ben-Tovim
Events and Artist Relations Manager
Sarah.Ben-Tovim@amnesty.org.uk

Aikta Hancock
Events and Artist Relations Manager
Aikta.Hancock@amnesty.org.uk

Applications should be emailed to both Sarah Ben-Tovim and Aikta Hancock (addresses above).