

# Social Enterprise World Forum (SEWF) is hiring!



**Role:** Events & Marketing Manager

**Start date:** January 2022 (flexible with latest possible start date 21 February 2022)

**Location:** Preference for applicants based in India or Sri Lanka. Remote / home-based. Must have strong internet connection. Some travel required for meetings and events including travel to Brisbane for SEWF22 in September.

**Contract:** Self-employed. Full-time with initial 24-month contract, including 3-month probation period, with possibility of continuation. Some early mornings and late nights required for partner meetings due to different time zones. Some long days required during events with time off in lieu.

**Salary:** \$20,000-\$22,000 USD. The successful candidate must have the right to live and work where they are based and will be responsible for their tax and any other legal obligations.

## Organisation description

Social Enterprise World Forum (SEWF) exists to grow the global social enterprise movement. Our priority activities include events to build capacity, capability and connectivity of social enterprises around the world; policy, including research and resource development, to influence policies supportive of social enterprise and to strengthen local ecosystems; and social procurement to support its growth globally, working with corporates, government and social enterprises.

In 2022, SEWF will be working with White Box Enterprises (Brisbane, Australia) as Co-host to deliver our programme of events throughout the year. These will include virtual-only events and hybrid events that will combine an in-person gathering in Brisbane in September with digital content and a network of Community Hubs around the world.

SEWF was founded in 2008 and is registered as a Community Interest Company in Scotland. We have a virtual office with senior team members based in Scotland and Spain. SEWF is a family friendly organisation that embraces flexible working practices. For more information on SEWF, please visit <https://sewfonline.com/>

## Role description

The Events & Marketing Manager is a new senior role in SEWF's small but expanding team. The ideal candidate will have a proven track record working at senior level in events and marketing with an ability to think creatively and commercially to deliver high quality events.

## Main responsibilities

- Oversee the annual SEWF event programme working with the co-host team, SEWF's event support team, providers and other key stakeholders.
- Lead on event production of digital-only events and the digital component of hybrid events.
- Develop the marketing and communications strategy with support from the SEWF Community & Communications Manager.
- Manage event team in the lead-up to, and during events.
- Manage key stakeholder relationships including with the annual co-host.

- Create and monitor metrics to evaluate progress and inform strategy development.
- Website management and design (supported by web developer and other SEWF team members).

### **Experience and skills required**

- Previous experience in a similar role, including managing people (3+ years) [essential]
- Fluent in English [essential]
- Strong communication skills (written, verbal) [essential]
- Event management experience, including virtual [essential]
- Marketing experience [essential]
- Attention to detail [essential]
- Ability to manage own workload and work independently and remotely [essential]
- Demonstrated ability to think both creatively and commercially [essential]
- Interest in social enterprise [desirable]

### **Application process**

Deadline: 9am GMT Monday 3rd January 2022

Send a brief covering email plus CV (2 pages max.) demonstrating relevance to the role to [enquiries@sewfonline.com](mailto:enquiries@sewfonline.com). Generic cover letters and CVs that do not relate candidate experience to the role will be discarded. Individual applicants only. No agencies.

Interviews will be held on ZOOM on Wednesday 12th and Thursday 13th January. A second round of interviews will be scheduled by agreement with candidates from the final shortlist.