## ROLE PROFILE

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Events Assistant</th>
<th>REPORTING TO:</th>
<th>Head of Communications and Events</th>
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</thead>
<tbody>
<tr>
<td>TEAM:</td>
<td>Communications and Events</td>
<td>DATE:</td>
<td>March 2024</td>
</tr>
<tr>
<td>LOCATION:</td>
<td>Blackrock, Co. Dublin</td>
<td>CONTRACT TYPE:</td>
<td>8 months Fixed Term Contract</td>
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<tr>
<td>WEEKLY HOURS:</td>
<td>35 hours Monday - Friday</td>
<td>SALARY</td>
<td>Grade 7</td>
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### Principal Objectives

The purpose of the Communications and Events Team is to provide support to human rights defenders (HRDs) at risk by giving them and their work more visibility – by raising their profile online and in external media as well as by organising events. Among other strategies, the team works together with HRDs on publications, developing media capacity and connections, producing communications materials, organising the Front Line Defenders Award and Dublin Platform and providing individual support and advice.

The Events Assistant will work closely with the Communications and Events team on the organisation of the 2024 Dublin Platform (23 – 25 October). Core responsibilities of the role include: flight bookings; visa support; accommodation; guest & hotel lists; design & print coordination; catering; conference welcome pack; and booklet for over 100 human rights defenders; keeping the organisation's database up to date and other coordination and administrative tasks as required (see Responsibilities section below for more). There will also be admin and event support required for Front Line Defenders’ Annual Award ceremony (31 May) and the Dublin Arts & Human Rights Festival (October).

The team will be joined by a Visa and Travel Administrator for the duration; both roles will be supervised by the International Events and Promotions Coordinator and will report to the Head of Communications and Events.
Responsibilities:

The key accountabilities and associated duties include:

- Supporting the Events team in delivering the Dublin Platform, a 300+ participant conference taking place in October 2024, as well as supporting on the organisation of other events in 2024;
- Liaising with colleagues to organise the travel and participation of 300+ delegates to the Dublin Platform (human rights defenders, high-level speakers, Board members, public authorities, etc);
- Booking of travel and other arrangements for participants;
- Flight booking support for the visa application processes;
- Guest list invitation & coordination;
- Hotel accommodation lists & coordination
- Dealing with suppliers for goodie bag, catering, printing etc.
- Compiling delegate conference welcome packs & attendee booklet
- Event assistance on site for the 3 days of the Platform in Dublin Castle and evening activities;
- Event assistance on site for the Award Ceremony in May 2024;
- Event coordination for all FLD Dublin Arts & Human Rights Festival events in October 2024 & support liaison with festival partners;
- Writing and distributing email correspondence, letters and forms and recording relevant data;
- Updating and maintaining Front Line Defenders database and working documents;
- and other ad-hoc coordination or administrative tasks as required.

This job description is intended as a summary of the primary responsibilities of and qualifications for this role. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform based on requirements either now or in the future.

Key Relationships

| Internal: International Events & Promotions Coordinator; Head of Communications and Events; Executive Director, Deputy Director. | External: Human Rights Defenders participating in the Dublin Platform; international guests (high level speakers, diplomats, governmental authorities, NGOs, etc). |

Salary

Range starts at €33,341 per annum.
Placement on the range will be commensurate with experience and qualifications.

Competencies:

1. Responsiveness to HRDs
2. Commitment to Our Work
3. Results Focussed
4. Exercising Good Judgement
**Person Specification:**

**Essential:**

The successful candidate will be able to demonstrate:
- Previous work experience in an administrative role in an office environment;
- Previous experience organising and/or supporting with event management;
- A basic understanding of the complexity of coordinating a large-scale event;
- Excellent organisational & multi-tasking skills with a high level of attention to detail and accuracy;
- Strong computer literacy (database, mailouts, spreadsheets etc);
- An aptitude for problem solving;
- Good oral and written communication skills;
- Excellent time management skills and the ability to prioritise work;
- An ability to work well under pressure, both as part of a team and independently;
- A flexible, cooperative and professional attitude.

**Desirable:**

- Ability to work in a second language.

**Selection and Appointment:**

- To apply, candidates need to submit a copy of their application - CV and cover letter - via the ‘Apply now’ button;
- Cover letters should be addressed to Conor Fortune, Head of Communications & Events;
- Only shortlisted candidates will be invited to attend for interview;
- It is anticipated interviews will be held in late March 2024;
- The appointment is expected to be effective from April 2024;
- **Closing date;** midnight (local Irish time) on Tuesday, 19 March 2024 as per FLD vacancies page: https://www.frontlinedefenders.org/en/recruitment-volunteering

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