

**Job Title:** Conference Producer (Fixed Term to September 2026)

0.8 FTE 4 days per week.

**Salary:** £35,000 - £45,000 FTE

**Location:** Hybrid, UK based

### About the Role

The International Working Group on Women and Sport (IWG) is the world's largest network dedicated to advancing gender equality in sport and physical activity. It was founded in 1994 to encourage international collaboration on issues facing women and girls from all backgrounds in sport and physical activity.

We achieve this through:

- Connecting communities of interest and practice globally, regionally and nationally.
- Building and developing strong strategic partnerships with key global organisations.
- Continuing the development of the IWG Insight Hub as a leading portal for gender equity and inclusion in sport and physical activity relevant globally across cultures.
- Advocating and influencing policy and strategy by sharing impact and learning from work around the globe.

The IWG is governed by a Global Board with representatives from the network in each continent. Day to day running of IWG is via a Secretariat that rotates around the world (following a bid process) every four years. The Secretariat is being hosted by the UK from 2022-2026, culminating in the 9<sup>th</sup> IWG Global Summit at the International Convention Centre, Birmingham in July 2026.

The team is led by Annamarie Phelps CBE OLY (Chair) and Lisa O'Keefe MBE (Secretary General).

The team all want to make a difference. The IWG may be small, but the work and the impact is far-reaching. Whilst we are focused on delivering outcomes, we know that it is important that people maintain a healthy life-work balance and feel they are looked after. We are hosted by the Sport and Recreation Alliance who are the employing body.

### RESPONSIBILITIES

Following a tender process to select the venue, and the creation of a fully costed pre-production and delivery plan, we are looking to appoint a Conference Producer who will oversee all aspects of the pre-production and delivery of the IWG Global Summit in conjunction with the Summit Organising Committee through 2024-25 and supported by an expanded production team in 2026.

### Key Deliverables include:

- Master pre-event schedule and on-site scheduling
- Regular reporting on financial and operational progress
- Event Management Plan and H&S
- Contracts and resource management
- Summit content development support
- Content & video production management
- Delegate communications strategy



- Summit online platforms (ticketing/website/app/live stream) specification and management
- Venue liaison and management
- Accommodation plan
- Volunteer recruitment and management
- Exhibition and sponsor management
- Delivery of Summit

### **Person specification:**

#### **Experience and Professional Capability**

- Demonstrated success in live event production within a corporate environment.
- A track record of excellent project management and delivery including strong people management skills.
- A track record of working in a project/production management role and in conjunction with event organising committees.
- Strong financial and commercial acumen, and extensive experience of vendor assessment and management.
- Experience of multiple stakeholder engagement and management.
- Experience of meeting corporate objectives and building engaging events.
- Knowledge and awareness of Health and Safety in the workplace whilst onsite.
- Minimum of five years relevant professional experience.

### **Skills and Experience**

This role requires a producer who is experienced in the specification, planning and delivery of a wide number of event disciplines to include:

- Budget management
- Scheduling
- Financial planning and risk management
- Creative concepts and direction
- Design and print management
- Ticketing and sales
- Delegate communications and marketing
- Registration and delegate logistics
- Venue and F&B management
- Technical and scenic production
- Exhibition management
- Sponsor liaison
- Content and speaker management
- Video production

During the planning period 2024-2025, the producer will be expected to manage all of these elements. For example, it is not anticipated that there will be separate production management, logistics management during this period. An expanded production team will be brought in during 2026 in the lead in to the Summit.