

GSG Events Administrator (fixed-term contract)

Background

The **Global Steering Group for Impact Investment (GSG)** is founded on the belief that investment well done can benefit all people and the planet. We want societal and environmental impact to be at the heart of investment and business decisions.

GSG is a UK-registered charity, and its secretariat has c20 international staff including a team based out of London. This is a remote-working role, and you will be invited to join fortnightly team meetings in the London shared office space (SE1). You will need your own computer and internet access.

The role reports to GSG's Events Lead and is a fixed term contract starting asap to end November 2022. The purpose of the role is to provide support for three key events in autumn 2022:

- GSG Impact Summit Series 2022, two events on 22 September & 22 November (online)
- 'Joining Forces: Growing Impact in Africa and Beyond' on 19/20 October

Job Description

The role will include:

Event Logistics:

- managing the GSG Concierge email inbox
- managing the back-end of Cvent & Hubilo
- pulling weekly registration updates and keeping all team updated on progress
- monitoring items and deadlines in team's Monday.com Summit board
- careful oversight and updating of the excel based Marketing Targets list
- joining regular planning meetings
- responding to chat-bot and inbox queries during the live event

Speaker Liaison:

- maintaining speaker mastersheet
- ensuring speakers/panellists are registered
- setting up speaker/panel briefings
- ensuring all speakers have submitted a bio and photo

Comms & Marketing:

- social media administration, monitoring and reporting support
- proof-reading marketing material
- general marketing support as needed

Other:

- you may also be asked to provide support to other projects where capacity allows

Candidate Profile

This role is ideally suited to someone who pays attention to detail and values accuracy, with strong administration and Excel skills. A strong social conscience, caring about sustainability and improving both people's lives and the planet is desirable. Event experience or a desire to work in events is preferable

Technical skills:

- Strong MS Excel skills are essential. This will be tested at interview
- Familiarity with Googlesuite and Microsoft Word and PowerPoint

- Knowledge of Hubilo, Cvent and other virtual event platforms is preferable; training will be provided
- The team uses Slack and Monday.com; experience with Canva is a plus!
- Fluent in written and spoken English. Other languages, especially French would be beneficial.

You will:

- enjoy a challenge, be able to work under pressure to deadlines and to prioritise effectively
- be a strong team player, and confident working with others to ensure project components stay on track amongst competing priorities
- be comfortable working independently using your own initiative, seeking support when needed
- have the ability to analyse, interpret and edit data
- be an effective communicator, with great people skills, particularly with international stakeholders
- be confident using social media in a professional capacity
- be willing to learn new tools including software solutions quickly

Benefits of this role and working at GSG

You will liaise with the offices of the world's thought leaders within the social impact investment movement including Sir Ronald Cohen, the UNDP, governments, and well-known figures from within business and the finance industry.

It will be a hands-on opportunity to gain experience of event logistics both virtual and in-person, events marketing, cutting edge knowledge on impact investment, and connections to recognised leaders in the sector.

Motivated individuals will be encouraged and supported within a small, hardworking, friendly international team.

Salary £25,000 pro rata

Further Information at

- [GSG website](#)
- [Impact Summit Series 2022 - GSG \(gsgii.org\)](#)
- [Global Steering Group for Impact Investment \(@GSGimpinv\) / Twitter](#)

To apply

Please send a brief CV and succinct covering letter outlining relevant experience, skills and motivation and including your availability to careers@gsgii.org by **Sunday 14th August**.

Online interviews will be on Thursday 18th August, with the successful candidate starting as soon as possible afterwards.