



**Job title: FEM Global Business Development & Community Coordinator**

This is a great role for an adaptable, self-starter individual with events or admin background (UK based – ideally, Greater London), who would like to be involved in all aspects of the events business, is willing to work on multiple tasks at the same time and dealing with different queries from internal team/clients/partners.

**About FEM:** The Forum for Expatriate Management (FEM) is the premier community for the global mobility & international HR industry and connects professionals and businesses across the world online and at international events. It is part of DVV Media International Ltd.

**Function:** Reporting to the Global Director, and working closely with primarily, the Global Sales Manager and the Global Events & Operations Manager, this is a key role to support the sales function, client engagement and membership community.

This is to support the activities of FEM and its events portfolio that includes: International two-day Summits with Exhibitions & Awards & a one-day Conference, plus the smaller, networking Chapter Meetings worldwide, sourcing new potential business, and introducing it to the Sales Manager. Duties will also include helping to on-board clients and partners and supporting the Events & Operations Manager by assisting with administration tasks in that process.

As part of the sourcing of new business, the Global Community Coordinator will also help to administer the Chapter network, keeping memberships up to date and identifying potential partners for the major events.

**The role includes (but is not limited to):**

The role is primarily responsible for supporting and growing FEM business – helping to develop, grow and manage clients and the membership community by:

- Developing effective relationships with the internal team, Chapter Leads, sponsors and clients, speakers, judges, event attendees and FEM members.
- Research and analysis to identify and contact potential new clients for the Sales Manager to reach out to.
- Working with our Sponsors and Exhibitors to ensure all information, materials, logos etc are received on-time.
- The role is also responsible for driving and administering memberships and supporting the Global Chapters from the UK base (FEM Chapters are smaller, networking meetings held in locations across the world – both in-person and online and run on-site by FEM Chapter Leads).
- Depending on performance there is scope for this role to develop to include some direct sales.

**Output/Quantities:**

**Assist with the administration and organisation of:**

- Two 2-day Summits (with small exhibition) - America and London
- One 1-day Summit (with small exhibition) - Singapore
- One 1-day Conference - Amsterdam
- 3 x Awards Dinners (Americas APAC and EMEA)
- 1 x Awards Shortlist Party (EMEA)
- Chapters (currently around 20 active Chapters – with plans to develop more)
- Memberships

**IT systems used:** (Training will be given on any systems that are unfamiliar.)

- All Microsoft Office Programmes: Outlook, Word, Excel, PowerPoint, OneDrive
- Evessio
- Zoom
- Campaign Master
- Zapnito
- Adobe
- Survey Monkey
- WeTransfer
- LinkedIn

**Knowledge/Skills/Abilities:**

- An understanding and experience of B2B events.

- Self-motivated, flexible, resourceful and enthusiastic, with a collaborative mind-set and service-orientated approach.
- An ability to work across multiple projects, to strict deadlines and as part of a team.
- Excellent interpersonal and communication skills with the ability to develop strong working relationships, with internal and external stakeholders, generating credibility, trust and respect throughout all interactions.
- Copy writing, proof reading skills and attention to detail.
- Computer literate with good knowledge of I.T.

**Reporting to:** Claire Tennant-Scull, FEM Global Director.

**Location:** Working from home with access to office in Sutton, London. Necessary to travel to London in October. Possibility of further travel depending on performance.

**Benefits:**

- Competitive salary (dependent on experience)
- Pension – employee pays 3%, DVV pays 5%
- 28 days holiday + bank holidays
- Life assurance of 4 times salary (up to state pension age – currently 65)
- Generous maternity, paternity and sickness benefits

For further details please contact:

[events@forum-expat-management.com](mailto:events@forum-expat-management.com)