

Project Lead and Event Producer, Food Cities 2022 Summit Event Commonwealth Games, Birmingham

Fixed Term Freelance/ £170 Per Day – 100 days total
Starting February 2022 – April (part time)/May-mid August (part to full time as required)
2022

Freelance; UK based; Event date mid-end July 2022 in Birmingham

Reporting to Birmingham Commonwealth Association (BCA) and Consortium partners and working with lead content partner The Food Foundation

Consortium Partners: Birmingham Commonwealth Association, The Food Foundation, The Greater Birmingham Commonwealth Chamber of Commerce, The Birmingham and Solihull Local Enterprise Partnership/Growth Hub, Aston University, Birmingham City University, the African Business Chamber, Cleone Foods Ltd, the Director of Public Health, Birmingham City Council and Birmingham Consular Assoc

About:

The Birmingham Commonwealth Association was formed in March 2014 by Birmingham City Council as an independent substantially volunteer organised/managed body to promote engagement with the Commonwealth across a range of areas including Trade, Diaspora and Education. It is a 'not for profit' company having a board of Directors and three 'Committee' chairs, each focusing upon the three referred to key areas. It is supported by its members and by both Aston and Birmingham City University. It has been assisting the Food Foundation for some 12 months now in its engagement with the Commonwealth diplomatic Corp.

The Food Foundation is a young, dynamic, impactful and independent charity working to influence food policy to support healthy and sustainable diets. Working at the interface between academia and policy makers (parliamentarians, civil servants, local authorities, business leaders) we use a wide range of approaches to make change happen including events, publications, media stories, social media campaigns and multi-stakeholder partnerships.

Purpose of the role

The BCA and The Food Foundation are co- designing together with a number of other partners (the consortium) a two-day Food Cities 2022 summit event in the week leading up to (or during) The Commonwealth Games 2022 taking place in Birmingham in July 2022. Supporting the consortium to help Birmingham City Council support a healthy and sustainable SME food economy by helping to identify and engage with 'best in class' local and international participants.

The postholder working with the consortium would establish a sustainable Commonwealth Food and Drink SME Network/Platform that will support the creation and continuation of business-to-business exchanges between Birmingham and Commonwealth city's SME's allowing for the exchange of best practice, knowledge and innovation whilst also opening up channels for trade (import and export) opportunities.

This event and postholder would also work with the consortium and Birmingham City Council to develop a legacy in the form of a commitment through an agreed Birmingham 'Charter' or 'Declaration' that would support the City's Commonwealth Games "Be Bold" "Be Healthy" messaging.

Acting as Project Lead and Event Producer, this role will be responsible for making sure that every session run looks brilliant and runs smoothly. You will also bring together all the branded assets and installations required and will be the lead events producer, planning and delivering with detailed production schedules and up to date running orders. You will be the main point of contact for the on-site production companies that run the stage, livestream, screens, and installations.

The summit programme will include staged panel discussions talks, workshops and potential local external visits with a full line-up of speakers and other activities such as an evening dinner event. Delegates from Greater Birmingham, the UK and from some 18 other Commonwealth Countries will be attending. Whilst we should assist them in finding suitable hotel accommodation if required, they will be responsible for their own costs/expenses. It is anticipated that the evening dinner event at the close of the first of the two-day event will be as a guest of the city/the consortium.

Target countries to attend are: India, Australia, Singapore, Malaysia, Pakistan, Bangladesh, Jamaica. South Africa-Johannesburg. Nigeria, South Africa, Kenya, Ghana, Tanzania, Uganda, Canada, Malawi, Uganda and Botswana

Main responsibilities

1. Managing the planning and delivery of all creative assets and branded content to deliver a two-day summit event at the selected venue in Birmingham.
2. Build and plan a programme to integrate additional sessions and interactive installations and exhibitions.
3. Co-ordinate the logistics for delegates to travel and be accommodated in
4. Managing external production companies for livestream, staged activities (branded slides, videos, scripts) and installations/exhibitions on site at the summit venue.
5. Keeping a tight rein on the event and production budget and ensuring external suppliers deliver competitive quotes. Reporting any expected expenditure to the budget holder at BCA.
6. Liaising with additional suppliers and third-party vendors for the design and production of branded assets (banners, stage set, printed programme, signage, merchandise including t-shirts, lanyards, and water bottles).
7. Create detailed production schedules to oversee the stage production including livestream and installation set up/running/de-rig over the Summit event.
8. Overseeing the programme with individual session plans to include speaker liaison, speaker briefings, current running orders and scheduling.
9. Ensuring the event is at all times compliant with the BCA and The Food Foundation policies.

Wider responsibilities

1. Attend internal and external planning meetings and provide regular updates to the BCA lead and The Food Foundation's Events Manager.

2. Providing other ad hoc support to the organising team that may need to happen over the course of the planning and delivery period.

Experience

Essential

- 2-3 years professional experience in events production including livestreams, running a stage and interactive installations.
- Excellent communication skills, friendly and able to build rapport quickly with external suppliers and event partners.
- Creative and marketing driven, understanding how the summit content meets the needs of the target audience to ensure capacity attendance at the summit
- Self-motivated and highly organized, able to work independently and implement new ideas efficiently.
- Adaptable and flexible towards new tasks, possessing a can-do attitude and willingness to seek help in areas outside of understanding.

Desirable

- Experience of Summit events, either attending or participating in the past, or showing an understanding of the Summit's objectives, activities, and future challenges.
- Understanding and passion for the issues related to our food systems (including climate change, nutrition and health, biodiversity, farming).
- Good leadership skills, ensuring good communication and positive relationships are maintained across all areas.
- Financial fluency - experience working with budgets and finances.

Key competencies

Creative and analytical thinkers, Project leads and event producers are capable of handling quantitative and technical duties while also using their eye for design to implement the visual aspects of an event. They juggle many different tasks and collaborate with a wide range of teams in order to oversee events, so they must be highly-organized, great communicators with the ability to prioritize many different simultaneous tasks. Project leads and event producers are decision makers and are assertive and capable of directing others and implementing projects with little to no supervisions. They take responsibility and ownership.

Other information and how to apply.

Expected Working Hours:

The role is a temporary position and will require travel within the UK (own car is not necessary). Due to the nature of the job, we expect the post holder to stagger their days, working part-time from late January/early February, March, April and until mid-May, building up to working full-time from mid-May to early August. We expect this will be approximately 100 days in total. It is expected that the post holder would be available to work for duration of the Summit (dates tbc in mid-late July) and up until end of first working week in August 2022.

The post-holder will need to have access to their own IT software but will be provided with a BCA email address.

This role is subject to the candidate obtaining an enhanced DBS check and must have the right to work in the United Kingdom.

*Apply by 18th January 2022 to **office@birminghamcommonwealthassociation.com** with "Project lead and event producer" in the subject line and a CV and 1 page Covering Letter explaining why you are suitable for the position. Interviews will be conducted mid to late January 2022 and short-listed candidates will be contacted directly to arrange suitable times.*

This role is open to Consultants and Freelancers, timesheets will be required per working time required and agreed upon.