



## Job opportunity | Content manager for All systems connect 2023 symposium

IRC is an international think-and-do tank that works with governments, NGOs, entrepreneurs and people around the world to find long-term solutions to the global crisis in water, sanitation and hygiene services. At the heart of its mission is the aim to move from short-term interventions to sustainable water, sanitation and hygiene services.

IRC implements long-term programmes in a number of selected countries in Africa, Asia and Latin America and implements a wide variety of smaller projects in multiple countries. IRC is an internationally operating organisation with offices in The Netherlands, Ghana, Burkina Faso, Ethiopia and Uganda.

To achieve its mission, IRC aims to attract and maintain an international high-performance team of professionals working throughout the world. We are currently looking for experienced candidates for the position of:

### **Content manager for All systems connect 2023 symposium**

From 2 - 4 May 2023, IRC and Water For People as the Destination 2030 alliance will convene the All systems connect 2023 symposium. The event will mobilise the water, sanitation and hygiene sector and unite it with experts, activists, decision-makers and influencers from climate, economic development, education, gender rights, health and beyond. The Symposium will evidence and showcase water and sanitation services as a gateway to justice and an opportunity for faster progress to deliver the Sustainable Development Goals.

We seek a dynamic content manager to help us deliver an exciting, ambitious and impactful event. Help us and our partners as together we forge new conversations, networks and know-how around the symposium. The key output for this work will be to build event formats and event content across the whole programme – from workshops to plenaries and keynote speeches.

### **Your role**

Working to the co-directors of IRC's Global Programme you will take forwards the design of the programme for the event, coordinating with a team of theme and session organisers across multiple organisations. You will work on a day-to-day basis with the overall event Director and nearer the event, the technical producers.

You will develop relationships and manage overall coordination with partners involved in delivering themes and sessions using a variety of engaging formats.

You will work with colleagues to develop the themes and in the development session concepts and guidelines. The programme includes plenary sessions, connect sessions and WASH sessions.

**Supporting water sanitation and hygiene services for life**

You will review theme proposals and plans, and work with theme leaders to identify the right sessions and session partners.

You will provide support and advice to theme and session leads and respond or find answers and support in relation to their questions and requests.

Ultimately you will develop a programme for the event working closely with the Global Programme Directors, and work with the theme and session leaders and contributors to share engaging and compelling content at the event.

## Requirements

- You are a systems thinker with knowledge of key issues in the water, sanitation, hygiene sectors; a background in public health, public service delivery, and/or human rights preferred.
- You have excellent organisational and communication skills
- You have some experience in organising events and an interest in working with topic and communications experts on engaging formats
- You have experience of booking contributors and working with agents and third-party gatekeepers (e.g. civil servants to Ministers)
- You are a team player, and will work effectively with key advisors in systems praxis, communications and logistics as well as the overall project manager and demonstrate self-directed initiative and tenacious capacity to reach potential contributors and engage them
- You can spot talent and understand what it takes to communicate well in the delivery of an event – identifying potential speakers, panelists and contributors who will bring their subject alive
- You are committed to promoting authentic national development, southern voice etc.
- You work calmly under the sometime high-stress setting of events production and can confidently guide a team of peers and collaborators toward shared success, with a positive attitude.
- Mastery of standard project and content management tools from the Microsoft Office Suite; knowledge of Sharepoint, Teams, Outlook calendar management; Microsoft/Google Forms, etc.
- Experience with AirTable or other smart planning tools an advantage; willingness and ability to quickly learn a must.

## Details of the position

This is a part time role/ position. Preferred start date is around 1 July 2022, and with an expected 100 days work to May 2023 i.e. approximately 2 days per week on average and with some focused work periods. Key phases of work (in some cases running concurrently) will include event design, co-creation of content development (with internal and external partners), programme build and execution of the event itself. Most of the work may be remotely but some visits to the Hague and venue will be required.

Candidates are kindly requested to respond with a short motivation letter explaining your interest in the position and what will bring to its organisation. In addition, please share a concise curriculum vitae before 15 May 2022 to IRC, attn. Bryony Stentiford at [stentiford@ircwash.org](mailto:stentiford@ircwash.org) mentioning the subject line: ASC content manager. Interviews will likely be scheduled online in the week starting 16 May 2022. For additional information please visit our website at [www.ircwash.org](http://www.ircwash.org).