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## JOB DESCRIPTION

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Job Title: CAF International Events and Engagements Manager

Grade: D

Department: CAF International

Main purpose of role:

The CAF International Events and Engagements Manager will coordinate engagements and event activities across the international team. As an integral member of the team, you will be responsible for producing content, developing processes and coordinating with internal and external stakeholders to manage the successful delivery of our international engagements and events.

Reporting directly to the Senior Manager – International Strategy and working closely with the Head of International, as well as brand and marketing colleagues and a range of other stakeholders from across CAF group, you will be the responsible for ensuring the smooth execution of our exciting programme of strategic engagements and events. From coordinating stakeholders and sharing regular updates, securing venues and running all event logistics, and ensuring CAF assets and resources are aligned and in place - you will manage the content and processes which underpin the delivery of impactful events and engagements. A unique combination of producer, coordinator, communicator, organiser, multi-tasker and proactive trouble-shooter, you will work with attention to detail across CAF to support the smooth delivery of our ambitious international strategy.

Responsible to: Senior Manager – International Strategy

Budgetary responsibilities: None

Responsible for (staff/jobs): None

Key Job Responsibilities:

**Manage international events and speaking engagements** ○ Oversee all aspects of event planning and management, including identifying and working with a variety of external venues/facilities, negotiating contracts with vendors, producing content, communicating with speakers and invited guests, managing all communications with delegates and maintaining event budgets as required. To include:

- Managing CAF's events programme and engagements at external conferences
- Managing the bi-annual CAF International Network Leadership Conference
- Coordinate with stakeholders across CAF group to produce content, assets and inputs required for international events and speaking engagements eg conferences, side-events, meetings, speaking engagements and similar activities.
- As required, coordinate external meetings and visits for team and international delegations.

**Support external relationships and stakeholder engagement** ○ Schedule and event manage the International Network leadership calls and special interest groups

- Provide co-ordination support as necessary to CAF International Network partners on collaborative projects
- Support new International Network partner recruitment and onboarding processes, including:
  - Contributing to research and analysis into suitable CAF International Network partners
  - Supporting Senior Manager to onboard new CAF International Network partners
  - Designing new onboarding presentations and resources etc. ○ Manage day-to-day engagement comms across the CAF International Network to help foster collaboration and achieve greater impact including:
    - Creating briefs, agendas and resources for International Network meetings as needed
    - Managing and updating network knowledge sharing platforms
    - Coordinating events and meetings which facilitate Network Partner learning and exchange, and support new and innovative points of connection
    - Collating regular email updates to CAF International Network partners, the CAF Network WhatsApp group and similar channels.
- Work with Senior Manager to produce and maintain International Network engagement materials, written content, visuals, research and new presentations as required

**Support international team communication material development and distribution** ○ Support Senior Manager with all internal and external communications, to include:

- International team social media - producing regular content to promote international engagements on CAF social media and other channels.
- Liaising regularly with peers across CAF Group to share updates, CAF International content and information on team activities, building our team's profile internally.

- Liaising with marketing to support the development of an 'International Newsletter' and provide content for other newsletters across the Group.

### **Manage team operations and processes**

- Maintain a dynamic International Engagements and Events calendar
- Co-ordinate active team memberships, including co-ordinating compliance with relevant terms and conditions and renewals processes
- Track international team participation in key membership activities
- Spot new opportunities for memberships in line with our International Strategy
- Draft notes, letters and other agreements as required for international engagements and events
- Develop briefs, research, content and other support to leadership ahead of international engagements and events
- Ensure CAF International team resources are up-to-date and accurate
- Maintain the team intranet, contacts and other tools.
- Screen calls, enquiries and requests to International Inbox and deal with them when appropriate
- Support Head of International and Senior Manager, as required.

### **CAF Values and Behavioural Indicators**

The CAF Values and Behavioural Indicators set out in a transparent and consistent manner the explanation of the performance expectations of all CAF People. Through the use of common language and common standard, it combines a set of behaviours with the required technical skills and knowledge needed to effectively perform in any given role in CAF. This is used for the assessment, management and development of performance of all our people across CAF

Please refer to the link: [CAF values and indicative behaviours](#) for the CAF Values and Behavioural Indicators.

Dated: June 2025

## PERSON SPECIFICATION

Job title: CAF International Events and Engagements Manager

Date: June 2025

| Attributes   | Essential ✓   | Desirable ✓                | How Evidenced <sup>†</sup> |
|--|---|----------------------------|----------------------------|
| <p>Experience</p> <p>Proven experience in managing and delivering complex events and speaking engagements end-to-end</p> <p>Experience coordinating internal and external stakeholders, including senior leaders</p> <p>Experience producing content, briefings, and logistics for high-profile events</p> <p>Experience managing communications across networks, platforms, and social media</p> <p>Experience supporting international partnerships or collaborations and tailoring communications accordingly</p> <p>Experience in creating and managing shared resources, calendars, and internal knowledge platforms</p> <p>Evidence of supporting senior leaders at events, speeches and other activities</p> <p>Evidence of building and maintain collaborative platforms (virtual and physical) in support of team-working</p> <p>Evidence of delivering excellent briefs and research papers against challenging objectives</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |                            | A/C/T                      |
| <p>Qualifications</p> <p>Degree level or equivalent qualification</p> <p>Appropriate professional qualification in Events Management, Marketing, Communications, or Project Management</p>   |   | <p>✓</p> <p>✓</p>          | A/E                        |
| <p>Training</p> <p>Influencing/negotiation/presentation skills</p> <p>Stakeholder management, negotiation, or presentation skills</p> <p>Project Management or Marketing</p>   |   | <p>✓</p> <p>✓</p> <p>✓</p> | A/C                        |

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| Specialist skills/ability/knowledge<br>Detailed understanding of event planning, stakeholder engagement and communication workflows<br>Strong copywriting, editing and visual communication skills for presentations and social content<br>Ability to manage and maintain digital collaboration and knowledge sharing platforms  | ✓<br><br>✓<br><br>✓                          |  | A/C/T |
| Familiarity with international development, philanthropy, or global partnerships<br><br>Understanding of ESG, social impact, and philanthropic sector trends<br>Advanced MS Office skills, especially Outlook, Excel, PowerPoint and Teams<br>Ability to manage competing priorities and deliver to tight deadlines  | ✓<br><br>✓<br><br>✓                          |  |       |
| Communication<br>Excellent written and verbal communication skills, with ability to tailor to different audiences<br>Strong interpersonal and relationship-building skills<br>Excellent attention to detail and proofreading ability<br>Ability to write content and deliver briefings for events, leadership support, and external audiences including audiences overseas audiences   | ✓<br><br>✓<br><br>✓<br><br>✓                 |  | A/C/T |
| Personal Qualities<br>Highly organised, proactive and solutions-focused<br>Confident working independently and in team settings<br>Professional and adaptable, with strong judgement and discretion<br>Strong sense of ownership and pride in delivering quality work<br>Able to manage multiple tasks and deadlines calmly under pressure<br>Strong initiative and creative problem-solving<br>Ability to represent the organisation professionally in external settings<br>Positive & helpful attitude | ✓<br>✓<br>✓<br>✓<br>✓<br>✓<br><br>✓<br><br>✓ |  | A/C/T |
| Special Conditions<br>Based in London with some travel to Kings Hill as required<br>Occasional overseas travel to support events and partnerships<br>Occasional evening working to attend events and meetings  | ✓<br>✓<br>✓                                  |  | C     |

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| <p>Prior to Appointment All posts:</p> <ul style="list-style-type: none"> <li>• Credit Check</li> <li>• Dow Jones Check</li> <li>• Basic DBS Check</li> <li>• Employment References</li> <li>• Medical Clearance</li> <li>• Right to Work in the UK</li> </ul> | <p>✓<br/>✓<br/>✓<br/>✓<br/>✓<br/>✓</p> |  | <p>R/E</p> |
|--|--|--|------------|

\*Key:

R = References, E = Evidence/certificates, A = Application, C = Competency interview, T = Testing/assessment