



**One World Media**  
CAN Mezzanine  
32-36 Loman Street  
London SE1 0EH

+44 (0) 20 7922 7941  
[www.oneworldmedia.org.uk](http://www.oneworldmedia.org.uk)

## **Job Opportunity – Events and Partnerships Manager**

**£30,000 per annum**

One World Media has an exciting opportunity for a passionate yet level-headed Events and Partnership Manager to produce the prestigious One World Media Awards and our year-round events series for filmmakers and journalists.

One World Media is a charity committed to supporting strong, vibrant and independent media coverage from developing countries. For over 30 years, our Awards have celebrated underreported stories that break down stereotypes, change the narrative and connect people from different cultures. Our Events Series includes workshops, screenings and panel discussions that bring together our network of filmmakers, journalists and industry leaders.

As the successful applicant, you will take lead responsibility for our Awards and events, spotlighting the best global media coverage from developing countries. You will have experience in managing a complex workload, developing relationships with partners, sponsors and Trustees, and will thrive as part of a small, busy team. You will enjoy applying your passion for international media and excellent project management skills to deliver our flagship events.

To apply, please send a current CV and cover letter outlining why you are interested in the role and how you meet the specific requirements listed below to Gemma Bradshaw, One World Media Director, [gemma@oneworldmedia.org.uk](mailto:gemma@oneworldmedia.org.uk) **before 10am on Monday, 2<sup>nd</sup> September**

### **Job Description**

#### **Events**

- Lead responsibility for managing the planning and production of the annual One World Media Awards, including: budgeting, procurement, marketing, entry processing, judging, ticket sales, managing event contractors, production and recording of the Awards ceremony.
- Contribute to strategy and planning of One World Media's year-round Events Series.
- Oversee all print and digital marketing and communications for events.
- Line manage an events assistant and volunteers as and when needed.

#### **Partnerships**

- Create new and maintaining current partnerships with relevant and like-minded organisations to support our events.
- Liaise with our funding partners to fulfil agreements in terms of marketing support for content, news and events.
- Identify new opportunities for funding partners for our Awards and events.

#### **Financial Management**

- Manage income and transactions related to the Awards and events.
- Send invoices for Awards-related transactions.

#### **Governance/Management**

- Attend board meetings and record minutes.
- Recruit and manage the Events Assistant and interns.



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## **Person Specification**

### **Essential criteria:**

- 3 to 5 years' experience managing events, including varied formats and high-profile events
- Excellent management and organisational skills
- Excellent communication skills including face to face, written and phone
- Excellent networking and relationship management skills, with experience of liaising with stakeholders, both within the UK and overseas
- Experience of managing budgets
- Ability to manage a complex workload and multiple tasks
- Ability to work independently, prioritise and take initiative
- To be a team player within a small office environment

### **Qualifications**

- A minimum of a bachelor's degree

### **Desirable criteria:**

- Interest in UK and international media sector
- Interest in international affairs and development issues

## **Terms and Conditions**

Job title:	Events and Partnerships Manager
Reports to:	Director
Salary:	£30,000 per annum, full time, flexible working requests welcome.
Probation period:	3 months.
Hours:	Mon- Fri, 9.30am-5.30pm, including a 1-hour lunch break.
Location:	OWM Offices, 39 East Road, London, N1 6AH
Holiday:	25 days per annum, plus UK public holidays. In addition the office is closed between Christmas and New Year.