

# Events Coordinator

Job Description, July 2018

## 1. Events Coordinator – Responsible Timber Trade Fairs

BVRio is a non-profit organisation with the objective of developing market mechanisms to facilitate compliance with environmental laws. Part of our mission is to tackle the challenge of illegal production and trade of tropical timber. One of the ways we do this is by promoting the trade of legal and certified timber products from the tropics to the international market.

We're seeking a motivated professional with practical experience in event planning to coordinate BVRio's programme of international events. Working with other members of the team, the Events Coordinator will be responsible for planning and managing a series of Responsible Timber Trade Fairs (<https://bvriotradefairs.org/>) as well as other events to promote legality in the timber sector.

Experience and/or knowledge of the timber sector is desirable.

The job is based in Oxford, UK, and involves travel to Europe, West Africa, Southeast Asia and China.

## 2. Responsibilities

- Coordinate and deliver events in international locations including: logistics; sourcing and liaising with sponsors and partners; inviting participants and dealing with enquiries; and on-site event management;
- Be responsible for overseeing the event expenditure budget;
- Work with BVRio's Communications Manager to ensure the events programme is an integrated part of BVRio's wider communication plans.
- Assist BVRio's Communications Manager in developing the events' communications and digital marketing strategy.
- Manage all digital marketing campaigns relative to the events;
- Proactively engage with organisers of external events where we can reach key audiences, to secure and co-ordinate speaking opportunities, side-events and exhibit stands.

In Oxford, you will work closely with, and report to, BVRio's Programme Manager and Communications Manager. In the countries where events will take place, you will work closely with local event planners.

### 3. Qualifications, Experience, Qualities

#### *Essential Qualifications, Experience, Skills:*

- Educated to degree level or equivalent;
- Experience of coordinating stakeholder events of 70+ participants;
- Experience of developing and managing relationships with a wide range of stakeholders;
- Experience in managing digital marketing campaigns;
- Competent user of all Microsoft Office applications;
- Experience of managing an events budget, maintaining up-to-date expenditure and administrative records and reporting and prioritising as appropriate;
- Good team player and willingness to work within a small team;
- Problem solving and innovation to deliver a continually improving programme;
- Able to work effectively with partners, planning and delivering events in international locations;

#### *Highly desirable:*

- Working experience with CMSs
- Experience or knowledge of the timber sector and / or environmental non-profits;
- Working knowledge of another language (especially French, Bahasa Indonesia, Mandarin or Portuguese).

### 4. Salary

Salary will be commensurate with experience, likely in the range of £22,000 - £27,000.

### 5. To apply

Please send your CV, a cover letter (1-3 pages) explaining your suitability for the position and confirmation that you are eligible to work in the UK, addressed to Grace Blackham to [cv@bvrio.org](mailto:cv@bvrio.org)

*Application Deadline:* As soon as a suitable candidate is found.

BVRio is an equal opportunity employer.

## 6. About BVRio

**BVRio Institute** ([www.bvrio.org](http://www.bvrio.org)) is a non-profit association created in 2011 with the objective to develop market mechanisms to facilitate compliance with Brazilian environmental laws.

**BVRio Environmental Exchange** ([www.bvrio.com](http://www.bvrio.com)), is an impact company created to operate the markets developed by BVRio through a multi-sector negotiations platform for environmental commodities developed specifically to serve the needs of developing countries.

In November 2015 BVRio created a **Responsible Timber Exchange** ([www.bvrio.com/timber](http://www.bvrio.com/timber)), an online negotiations platform designed to promote the trading of forest products of legal and certified origin, integrated with a **Due Diligence and Risk Assessment** system. The system was designed to facilitate compliance with legislation such as the EU Timber Regulation and the US Lacey Act ([see video](#)).

BVRio has a formal Key Account partnership with FSC® Brasil, is a Climate Action Leader of the R20 Regions for Climate Action initiative, received the Katerva Awards 2013 for Economy, and is a partner of the Forest Legality Initiative.

While originally developed for Brazil, the Responsible Timber Exchange has now been adapted to other tropical countries, including Ghana, Cameroon, Liberia, Peru and Indonesia. BVRio is also collaborating with the Chinese State Forest Authority to link the system to their internal due diligence procedures.