



## Events Manager / Consultant

### Contract Opportunity

**Part-time (2–2.5 days per week)** until **September 2026**, with potential to transition to a **permanent role** (4 days per week or full-time)

**Location:** Remote (UK-based – applicants must have the right to work in the UK)

**Organisation:** Guidelines International Network (GIN)

**Start date:** 1 December 2025 or as soon as possible

**Salary/Rate:** Competitive, based on experience

### About GIN

The **Guidelines International Network (GIN)** is a registered Scottish charity and a globally recognised organisation dedicated to improving healthcare through the development, dissemination, and implementation of high-quality health guidelines.

Our mission is to strengthen healthcare worldwide by promoting collaboration, knowledge exchange, and the systematic development of evidence-based clinical practice guidelines. With members in over 50 countries, GIN serves as a hub for organisations and individuals working to improve health outcomes across diverse contexts.

We are entering an exciting phase of growth, including expanding our events and engagement activities ahead of our 25th anniversary in 2027. Our small, dynamic team works fully remotely across the UK, offering a flexible and collaborative environment with a truly global reach.

### Purpose of the Role

This role is pivotal to shaping and delivering GIN's event portfolio — including our 2026 global annual conference and a new programme of webinars, networking and community events. Working closely with GIN's CEO, staff, working groups, regional communities, board members, local partners, and our professional conference organiser (PCO), you will ensure that all events are professionally delivered, financially sustainable, and aligned with GIN's collaborative mission.

The role combines strategic event design with hands-on delivery, requiring creativity, attention to detail, and strong relationship-management skills.

### Key Responsibilities

#### Event Design & Delivery (In-Person and Online)

- Co-design and deliver high-quality conferences, webinars, and community events
- Support programme development, speaker engagement, logistics, and attendee experience

## **Partnerships, Sponsorship & Events Marketing**

- Build and maintain relationships with partners, sponsors, and stakeholders
- Lead promotional activities across social media, email, and other channels

## **Finance & Administration**

- Manage event budgets, track expenditure, and maintain accurate records
- Coordinate contracts, suppliers, and administrative processes as needed

## **Innovation & Continuous Improvement**

- Identify opportunities to enhance GIN's events portfolio
- Evaluate events and implement improvements based on feedback and performance

## **About You**

You are an energetic, creative, and detail-oriented events professional with a passion for connecting people and delivering impactful experiences. You thrive in an international environment, manage multiple projects effectively, and bring both strategic insight and operational excellence.

## **You will bring:**

- Minimum 5 years' experience in event management (online and in-person)
- Experience coordinating conferences, webinars, or professional development programmes
- Excellent organisational, project management, and communication skills
- Confidence managing budgets, suppliers, and diverse international stakeholders
- Strong marketing skills, including social media and email campaign experience
- A high standard of customer service and intercultural awareness
- Initiative, collaboration, and a willingness to learn
- Fluency in English (additional languages an advantage)
- *Desirable:* experience working with membership organisations, research, education or medical communities

## **What We Offer**

- An opportunity to contribute to a global, mission-driven organisation improving healthcare worldwide
- A flexible, supportive remote working environment within a small, high-performing team
- The chance to shape GIN's events portfolio and deliver meaningful impact for our global community
- Potential to transition into a permanent role with expanded responsibilities

## **How to Apply**

Please send the following to Daniela Carl at [daniela.carl@g-i-n.net](mailto:daniela.carl@g-i-n.net) **by 30 November 2025** (applications will be reviewed on a rolling basis):

- A short proposal or cover letter outlining your relevant experience and why you are the ideal candidate
- Your CV
- Examples of past event projects
- Your daily rate and availability