Conference Manager
Position Description

Vision: Everyone has access to the engineering capability and leadership required to live a life of opportunity, free from poverty in all its forms.

Mission: We connect, educate and empower people through humanitarian engineering.

1 About EWBNZ

Engineers Without Borders New Zealand (EWBNZ) is a member based not for profit organisation with a vision for a world where everyone has access to the engineering capability and leadership required to lead a life of opportunity, free from poverty in all its forms. EWBNZ members are professionals and students who share a vision to confront global challenges of poverty, sustainable development, and social inequity. EWBNZ works to make a difference for communities within New Zealand and in the South Pacific, and partners with other EWBS internationally to achieve global impact. EWBNZ undertakes programmes that improve the quality of life in communities within New Zealand and in the South Pacific region and provides educational and development opportunities for members and communities to become more socially aware, engaged, and empowered to effect positive change.

2 About the EWBNZ Humanitarian Engineering Conference

The EWBNZ annual conference aims to make Humanitarian Engineering mainstream in the engineering industry. We seek to achieve this by showcasing good examples of this in practice, with the intention of growing the number of engineers operating with a good understanding of Humanitarian Engineering principles.

By making Humanitarian Engineering mainstream, EWBNZ intends that communities will be better able to connect with technical capability that meets their needs, and therefore provides better quality of access.

EWBNZ has run a conference every year since 2013, with recognition slowly growing, and attendance climbing year on year. EWBNZ aims to increase participation significantly in order to increase its ability to deliver impact.

3 Job Overview

The Conference Manager reports directly to the EWBNZ Chief Executive. The Conference Team Lead reports directly to the Conference Manager.

The Conference Manager will work with the Chief Executive to develop a strategy for a growth in impact for the conference. In turn, the Conference Manager will work with the Conference Team Lead to ensure the conference is planned and delivered in accordance with this strategy.

The Conference Manager will be responsible for:

1. Developing a set of objectives for the conference, in conjunction with the EWBNZ Chief Executive.
2. Developing a strategy to ensure delivery meets those defined objectives, in conjunction with the EWBNZ Chief Executive.
3. Supporting the Conference Team Lead to ensure they have the skills necessary to project manage the Conference Team.
4. Supporting the Conference Team to ensure they are appropriately managing risks and capturing opportunities, and that their targets support the delivery strategy.
5. Tasks as agreed with the Conference Team Lead. It is intended that the Conference Manager will undertake ‘higher-level’ tasks, with the Team Lead undertaking more direct management tasks. ‘Higher-level’ tasks may include working with corporate partners and speakers.

The Conference Team Lead will be responsible for:

1. Ensuring the Conference Team are deciding actions that will contribute to their defined goal, and delivering on these actions appropriately,
2. Ensuring the Conference Team are appropriately resourced,
3. Ensuring the Conference Team are managing their budget appropriately and meeting agreed targets,
4. Ensuring all reporting is completed by the team on time.

4 Knowledge and Skills

In order to be successful in this role, the Conference Manager will require the following skills:

1. A strategic mindset, with an understanding of decision making based on achieving high level objectives,
2. An understanding of risk, and risk and opportunity management,
3. An ability to recognise skills gaps in others, and to provide support to achieve learning outcomes,
4. Exemplary time and resource management abilities,
5. An ability to communicate clearly and effectively.

5 Remuneration

This is a paid role, and it is expected you will work an average of four hours per week. Due to the flexible availability of the volunteers you will be working with, it is expected that these hours will include evenings and weekends.

You will be employed as a contractor, at a rate of $36 per hour.