



About the Federation

The World Obesity Federation is a mission-driven organisation and we are the only global organisation focused exclusively on obesity. We are proud to represent our members and stakeholders in high-, medium- and low-income countries, including experts, advocates, patients and practitioners. We are a lead partner to global agencies on obesity, including the World Health Organization (WHO) – with which we have formal consultative status, approved by the World Health Assembly. This enables World Obesity to align members to drive and support obesity-related targets within the United Nations (UN) system. Our reach includes member organizations in more than 60 countries, SCOPE training for healthcare professionals across the globe, the Global Obesity Observatory with over 1 million visits per year, and World Obesity Day, our flagship event on March 4 to bring together all stakeholders in obesity from every part of the world. The World Obesity Federation takes a holistic view of obesity from cause and prevention to treatment.

Our team is friendly, supportive, and passionate about our work in global health. We are small but highly effective and geographically dispersed, with most team members being based in Greater London, but with staff based in other parts of the UK as well as the United States. We offer a flexible, hybrid-working approach. While we are primarily home-based, we recognize the value of time together in-person and offer access to our office in central London, with staff using it one to two times per week. We work closely with our dedicated volunteers that are international experts in their respective fields.

About You

We are looking for an enthusiastic, dynamic, and proactive Events Manager with a positive mindset who will be able to fit well into a small but busy organisation. Your role will be to plan and execute meetings and events, leading project teams from initial conception through to successful completion. This role requires the ability to define project tasks and milestones by coordinating with internal and external stakeholders to ensure a successful event that meets the organisational goals.

The following are some examples of events that World Obesity organises, with a mixture of in-person and virtual delivery:

- International Congress on Obesity (ICO) – held bi-annually
- SCOPE Schools – two to three per year
- Annual General Meeting (AGM)
- World Health Assembly (WHA) side events – annually in May
- UN General Assembly (UNGA) side events – annually in September
- EU Project meetings and webinars
- Partnership / Fundraising events
- Joint Symposia at our members' events
- Project-specific events

Job Description

Job Title	Events Manager	
Team	Finance and Operations	
Full Time/ Part Time	Full time / Permanent	
Reports to	Director of Finance and Operations	
Salary Range	£35K - £37K per year	
Direct reports	None	
Key relationships	WOF Team, WOF stakeholders and committees, SCOPE Leadership cohort, event delegates, PCOs, and any other outsourced events support.	
Role Overview	<ul style="list-style-type: none"> • Overall supervision of the WOF events portfolio • Organisation of assigned events • Management of the SCOPE (Strategic Centre for Obesity Professional Education) Leadership programme logistics • Other ad hoc tasks as requested 	
Key Accountabilities/ Responsibilities		
Events	90%	<ul style="list-style-type: none"> • Project management of allocated events. • Act as point of contact and actively manage the PCO we are working with for ICO 2022 in Melbourne, Australia. • Oversight of ICO 2024 (location TBC), including speaker management, committees, venue, and managing PCO with regards to outsourcing of abstract management, registrations, travel, and possibly marketing and communications. • Manage the ICO 2026 bid process, including RFP and subsequent selection of a PCO that will support with abstract management, registration, travel, and possibly marketing and communications. • Managing the events registration system, Blackthorn. • Working with committees and stakeholders to provide event content. • International venue sourcing and management. • Speaker management including briefing, attendance, and presentations. • Budget management and reconciliation. • Responsibility for delegate communications including registration, feedback and queries, including management of the events and other affiliated inboxes. • Organisation of regular catch-up meetings. • Coordinate marketing plan and materials with the Communications Team. • Coordination of WOF team member travel for events, specifically attendance at the European Congress on Obesity (ECO) and Obesity Week. • The preparation and administration of scholarships. • Contribute to updating and maintaining the events pages on the website and events calendar. • Updating the WOF Team shared Outlook Calendar with all upcoming WOF events and relevant partner events.

		<ul style="list-style-type: none"> • Tasks relating to preparation of events including schedule of catch-up meetings, creation of presentation slide decks, feedback forms and speaker briefings. • Full onsite events responsibility including staffing, travel, accommodation, signage etc. • Admin tasks related to wrap up of events including certificate of attendance, creation of funder report, statistical analysis of event, preparation of feedback report, event wash up document and meeting. • Updating and maintaining the speaker database on Salesforce.
Education	10%	<ul style="list-style-type: none"> • Leadership programme co-ordination including liaising with leadership cohort on regular basis, organising, monthly meeting and updating website with content. Leading on the organisation of a workshop and SCOPE school for the cohort.

Person specification

Essential

- Minimum 4 years' experience of managing and organising international in-person conferences as well as online events and webinars
- Experience managing an events budget and working with external suppliers
- Good time management and project management skills
- Attention to detail a must
- Working with committees
- Confident user of Microsoft programs, including Outlook, Word, Excel, and PowerPoint
- Familiar with online meeting platforms such as Zoom
- Excellent written and verbal communication
- Personable and resourceful
- Able to remain calm under pressure and prioritise workload effectively to meet deadlines
- Willing and able to travel internationally and prepared to be flexible with occasionally being available outside UK business hours

Desirable

- Degree level education
- Previous experience in a membership organisation or association
- Experience of working with committees / trustees / volunteers
- Knowledge of call for papers and abstract management
- Strong negotiation skills
- Working with stakeholders from a variety of countries
- Previous use of Blackthorn, Salesforce, Asana, and Slack platforms
- An interest in public health
- Additional languages spoken and written at intermediate or advanced level

Benefits

Benefits include 25 days annual leave (plus bank holidays), office closure between Christmas and New Year, a generous pension scheme, annual budget for training and development, Health

Assured Employee Assistance Programme, subscription to Feel Better app, and the possibility of flexible working.

World Obesity celebrates fostering a collaborative, diverse, and inclusive work environment. All qualified applicants will be considered for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, parental status or veteran status.