

Event Manager, Global Events Team

Project-based Consultant

Overview

Teach For All's Global Events Team is seeking an event manager to serve as a consultant for a 16 week contract (July 1 to October 14, 2026) on a number of key tasks outlined below.

The contractor will serve as GET Lead on two of our upcoming events; Ed Launch Africa 22-24 July, Dakar, Senegal and Leading from Lived Experience Event 14-17 September, Johannesburg, South Africa.

NB: The contractor will be required to travel to both locations and serve as the on the found logistics support throughout each event.

In addition, the contractor will support the GET team with the operational projects outlined below as well as attend all GET meetings and support with closing out budgets and evaluation of FY26 events.

Key Tasks and Responsibilities

The Event Manager will take on the following tasks:

	Task Overview
TASK 1: Event Wrap-up	<p>Step-back on FY26 Events, budgets, reviews and attendance and ensure Salesforce is up to date with the data of all FY26 events.</p> <p>Lead a stepback with the Legal and Compliance team for safety and security at events in FY26 and create a proposal for FY27.</p> <p>Produce a guide for Peer to Peer event support.</p>
TASK 2: GET Lead for the Ed Launch Africa Event	<ul style="list-style-type: none">● End-to-End Event Delivery: Plan, coordinate, and execute high-quality learning events from conception to completion, ensuring seamless logistics, strict timeline management, alignment with network priorities.● Budget Management & Cost Efficiency: Track event budgets, ensuring cost-effective delivery, strong financial oversight, and adherence to approved spending.● Operational Excellence & Risk Management: Maintain rigorous standards of execution, including vendor management, budget tracking, technical production, and proactive contingency planning to eliminate real-time failures.● Inclusive Experience Design: Source and manage accessible event technologies and structural frameworks that enable seamless, high-engagement participation for a diverse, global audience.

	Task Overview
<p>TASK 3:</p> <p>GET Lead for the Leading from Lived Experience Event</p>	<ul style="list-style-type: none"> ● End-to-End Event Delivery: Plan, coordinate, and execute high-quality learning events from conception to completion, ensuring seamless logistics, strict timeline management, alignment with network priorities. ● Budget Management & Cost Efficiency: Track event budgets, ensuring cost-effective delivery, strong financial oversight, and adherence to approved spending. ● Operational Excellence & Risk Management: Maintain rigorous standards of execution, including vendor management, budget tracking, technical production, and proactive contingency planning to eliminate real-time failures. ● Inclusive Experience Design: Source and manage accessible event technologies and structural frameworks that enable seamless, high-engagement participation for a diverse, global audience.
<p>TASK 4:</p> <p>Support the MERL Capacity of partner organizations</p>	<ul style="list-style-type: none"> ● Create a cheat sheet for events in Africa to be used by the team which includes a tracker of which venues and vendors we've used in the region to date and your review of their services. Work with others on the GET team to update for Kenya (Global Conference).

Qualifications

- Minimum of 3 years of experience leading complex project management, large-scale logistics, and global event management.
- Strong working knowledge of event-planning technology, web-based services, and deep expertise with enterprise Zoom functionality (e.g., live interpretation, streaming setups).
- Exceptional written and verbal communication skills with professional-level of the English language.
 - Demonstrated ability to exercise sound judgment while juggling competing priorities and tight deadlines across multiple parallel projects.
 - A strong, visible commitment to Teach For All's mission, showcasing a mindset of endless possibility and a belief in the power of being locally rooted and globally informed.
 - Ability and willingness to travel internationally to support on-site execution of major network gatherings.

Additional desirable skills/experiences (not required)

- Prior familiarity or direct experience working within the Teach For All network or a similar global federated network structure.
- Working proficiency or fluency in a second major international language (e.g., Spanish, French, Arabic).
- Advanced certification in Digital Event Strategies or Agile Project Management (e.g., DES, Certified ScrumMaster)

Additional desirable skills/experiences (not required)

- Experience with design and proficiency using design tools (e.g. Canva).
- Experience working in a global and/or virtual environment

To Apply

To Apply for the position, please submit your CV, a cover letter describing your relevant experience and approach to the tasks, and your expected compensation to Harriet.glover@teachforallnetwork.org