

Mandate Mission

<u>Position</u>	Managing Director, Just Governance for Human Security (40% until August 2019)
<u>Advisory panel or team:</u>	Team members and Advisory Bodies for Just Governance for Human Security
<u>Location:</u>	Predominantly working from home. One Caux Planning Meeting (11-17 March), one Caux Forum event (2-6 July)

Established in 1946, [Initiatives of Change Switzerland](#) (IofC Switzerland), formerly known as the CAUX-Initiatives of Change Foundation, organizes and coordinates international and local conferences, seminars and training in Switzerland, bringing together a true diversity of people.

Every summer, the Foundation organizes the [Caux Forum](#) in its conference and seminar centre, the Caux Palace. IofC Switzerland provides a safe and privileged space to **inspire, equip and connect** individuals, groups and organizations from around the globe to engage effectively and innovatively in the promotion of trust, ethical leadership, sustainable living and human security. IofC Switzerland operates in line with its key approach of bringing global change through personal change and with its core values of absolute respect for human dignity, of truth, solidarity and care at every level of public or personal life. IofC Switzerland recommends silent reflection as a means to access creativity and inspiration.

IofC Switzerland is the Swiss body of Initiatives of Change (IofC), a worldwide movement of people of diverse cultures and backgrounds, who are committed to the transformation of society through changes in human motives and behaviour, starting with their own.

Purpose of the mission

The purpose of the mission, consists of the organisation and coordination of a yearly event/conference positioned during the Caux Forum in the international conference centre of Caux (Vaud), under the general title “Just Governance for Human Security”.

The conference design and content has much advanced. It is the aim that the position holders assure smooth continuation of what has been built already for 2019.

Main deliveries

The Forum managing director consultant undertakes to perform all the specific tasks agreed upon with the client according to the following specifications:

- Work on the themes set for the forthcoming main event in the Caux Forum
- Coordinate and implement the conference’s programme in liaison with all other stakeholders
- Work with the existing team, prepare and lead the conference and ensure the timely delivery of all its deliverables
- Ensure a sound collaboration with all stakeholders and the appropriate information flow to keep all the key persons abreast of the programme’s status
- Manage the delivery of: concept, planning, content (especially for design, communications, and fundraising purposes), budget and fundraising, promotion, room and materials bookings,

participant surveys and follow-up, interpreting requirements, and participant lists - in concert with the Foundation during the planning phases

- Write and produce required reports
- Integrate the values and practices of Initiatives of Change into the planning and delivery of the event

Main objectives

- Define the conference budget; research and implement the funding or sponsoring from private or public donors
- Link strongly with the foundation's communication team to ensure coherence on branding and communication in general
- Communicate as appropriate with interested partners/groups within the lofC network
- Interlink with the Advisory Board to seek their advice
- Ensure external communication and advertisement as appropriate, towards the general public as well as towards institutional partners or possible « customers »
- Look for high level participants, experts, speakers and workshop leaders; secure their participation from the practical and administrative viewpoints
- Follow up on registrations and administrative issues as well as on expenses
- Prepare and implement the participants' welcome
- Provide communications input on the Just Governance for Human Security event as required
- Ensure the good use of the templates (and logo) set forth by the Caux Foundation's communication department
- Ensure compliance with the Caux Foundation's policies and rules for the Caux Forum

Personal competencies

- Excellent organizational and managerial skills
- Highly skilled in interpersonal relations and team-building (of a remote team)
- Good knowledge of Human Security framework (6 pillars of Human Security [2018 Forum Report], Just Governance, SDGs)
- Great sense of autonomy
- Fundraising and budget management experience
- Capacity and ease in public speaking
- Knowledge of Caux Forum and lofC values and practices
- At ease with Microsoft tools
- English: Excellent written and oral skills; French knowledge is an asset

Values

- Promote the values and practices of lofC in their event
- Be in line with lofC values in their engagement with event contributors, team members and with those providing support to lofC Switzerland.

Position holder until 30 August 2019

Mission rate estimated equivalent 40%

Date as early as possible

Application Please send your application, CV and complete folder to hr@caux.ch and name the job position in the subject tab.