



Events Planning, Logistics and Administrative Support

TERMS OF REFERENCE FOR AD-HOC FREELANCE ROLE

Context

ARTICLE 19 is a progressive organisation working on many aspects of freedom of expression. We lead campaign partnerships, advocate and promote international human rights standards and work hard to ensure that the right to freedom of expression is a reality for all. We do this by promoting the expertise and activist presence of civil society to support and pursue their rights. And we focus on the commitments of power-holders and duty-bearers to preserve and expand those rights.

ARTICLE19 hosts or co-hosts a series of virtual meetings that are either closed events or open to public. The current events are mainly hosted on ZOOM but eventually will also be run in person in the UK and beyond. We are currently looking for a freelancer that can provide ad-hoc administrative and logistical support for our events programme.

Scope of work

There are a variety of logistical, administrative and communications related tasks that we need to ensure the successful delivery of ARTICLE19 events.

The task will be varies depending on the event but might include the following:

1. Logistics for virtual events:

- I. Creation of event sign up and tracking RSVPs
- II. Promotion online via social media or website and registrations
- III. Assisting the moderator and speaker in preparing virtual materials
- IV. Successful event participation including:
 - visibility of presentations;
 - moderating questions from participants
 - technical support on the day;
 - vetting participants in waiting room,
 - managing set up for participants and speakers' interventions,
 - managing interpretations and support when issues arise
- V. Support Social Media officer in sharing live discussion points on social media
- VI. Assist in organising post-event communications including sign-ups to mailing lists and internal evaluations

2. Planning:

- I. Project Management: Supporting the Senior Campaigner with detailed planning for the event ensuring key tasks are identified and deadlines are met using Trello platform.
- II. Budget Management: Budget preparation, management and supplier reconciliation.

3. Communications:

- I. Adhere to Article19 security guidance and briefing
- II. Advising on format and key deliverables
- III. Advising on the framing and timing of various outputs relating to the events
- IV. Identifying communications outputs specifically required for the event – both in the lead up to and on the date itself
- V. Advising on best promotion methods

Duration and remuneration

Ad-hoc support will be required between **November 2020 to May 2021**. ARTICLE 19 will pay on a pro-rata basis based on an agreed day rate.

Obligations and understandings

- (a) The contractor shall neither seek nor accept instructions from any authority external to ARTICLE 19 in connection with the performance of its services under this contract.
- (b) The contractor shall refrain from any action which may adversely affect ARTICLE 19 and shall fulfil its commitments with the fullest regard for the interests of ARTICLE 19.
- (c) The contractor shall not communicate at any time to any other person (legal or natural), Government or authority external to ARTICLE 19 any information known to it by reason of its association with ARTICLE 19 which has not been made public, except in the course of their duties or by authorisation of the Executive Director or his designate; nor shall contractors at any time use such information to its private advantage.
- (d) The obligations set out in clause (c) above shall continue upon termination of this agreement with ARTICLE 19.

Confidentiality

In order to protect the confidentiality and any matters concerning ARTICLE 19 and without prejudice to every other duty to keep confidential all information given to it or gained in confidence, the Contractor agrees on its own part and on behalf of its Staff as follows:

- (a) Not at any time whether during or after an Assignment (unless expressly so authorised by ARTICLE 19 as a necessary part of the performance of its duties) to disclose to any person or to make use of any of the trade secrets or confidential information of ARTICLE 19;
- (b) To deliver up to ARTICLE 19 (as directed) at the end of each Assignment all documents and other materials created by it or the Staff during the course of the Assignment;
- (c) Not at any time to make any copy, abstract, summary or précis of the whole or any part of any document or other material belonging to ARTICLE 19 except when required to do so in the course of its duties in which event any such item shall belong to ARTICLE 19 as appropriate.

Data protection

The Contractor consents to ARTICLE 19 holding and processing data relating to the Contractor for legal, personnel, administrative and management purposes and in particular to the processing of any “sensitive personal data” as defined by the Data Protection Act 1998 relating to you.

Equal opportunity

(a) The Contractor recognises that discrimination is unacceptable and equality of opportunity is a feature of the Contractor’s practices and procedures. Where appropriate, the Contractor shall provide a copy of relevant policies and procedures available to ARTICLE 19 upon request

(b) The aim of the policy is to ensure no person is discriminated against either directly or indirectly on the grounds of race, colour, ethnic or national origin, religion and belief, sex, marital status, sexual orientation, gender reassignment, age or disability.

(c) The Contractor maintains a neutral working environment in which no person feels threatened or intimidated. The Contractor is obliged not to act in a discriminatory fashion towards ARTICLE 19’s employees, workers or other Contractor’s.

The Contractor will endeavour to ensure that selection decisions will not discriminate, whether consciously or unconsciously in making these decisions, and that a consistent, non-discriminatory approach to the selection of Contractor is applied.

To apply, please email Senior Campaigner Barbara Dockalova on dockalova@article19.org with your applications by 1st November 2020.

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