

WFDB

THE WORLD FEDERATION OF THE DEAFBLIND

Web: <http://www.wfdb.eu> mail: wfdb@wfdb.eu



Job description

WFDB General Assembly (GA) and Helen Keller World Conference (HKWC) Coordinator.

Term/Duration: May 1st, 2022 – October 31st, 2022.

WFDB General Assembly (GA) and Helen Keller World Conference background:

Organized every four years since 1977, the Helen Keller World Conference (HKWC) is a global arena for persons with deafblindness to meet, share and exchange information and experiences with their peers.

The aim of the Helen Keller World Conferences (HKWC) is to provide opportunities for persons with deafblindness to have an arena of their own, to learn from others and sharing personal experiences of deafblindness. An arena to find support, inspiration and motivation to continue their advocacy work. There are plenty of conferences where professionals in the field of deafblindness have the main role. The HKWC is unique in the sense of being the only global conference, organized by and for persons with deafblindness where persons with deafblindness can share their own experiences with their peers on equal terms.

The 12th HKWC will aim to launch a follow up presenting innovative best practices for the inclusion of persons with deafblindness in all aspects and stages of life – Globally, regionally, nationally and locally in our societies where we live. The main conference theme is:

“Empowering persons with deafblindness – Inclusion through investment and innovation.”

The HKWC is preceded by the WFDB General Assembly (GA), the highest executive organ of the WFDB. At the GA each national member organisation of the WFDB may attend with a delegate and vote on current issues as well as to elect the executive officers of the federation.

The position:

This project-based position is aimed at providing operational capacity to The World Federation of the Deafblind (WFDB) in the organising of the WFDB General Assembly and Helen Keller World Conference in Nairobi Kenya, September 2022, according to WFDB Executive Council decisions.

The primary objective of this position is to ensure that all necessary tasks are handled in proper time, according to executive decisions, enabling the WFDB to organise and conduct both its General Assembly and the Helen Keller World Conference from September 6th to 14th 2022.

During the duration of the project, running from May 1st until October 31st, 2022, the candidate will be the main focal point in the planning and organising of the events, under the supervision and line-management of the WFDB Policy Advisor, with the support of relevant WFDB Team members and the IDA Logistical Team.

Globally, a vicious circle exists, whereby a lack of awareness and a lack of recognition of persons with deafblindness as a distinct disability group have led to invisibility and consequently a failure of governments to recognise inclusion requirements. Due to the specific implications of their disability, persons with deafblindness face additional barriers and require specific support, in particular interpreter-guide services and tailored rehabilitation services, among others. For more information and recommendations on this issue please visit: <https://www.wfdb.eu/wfdb-report-2018/>

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The tasks and responsibilities of the candidate may include (but is not limited to):

- ***Operative tasks needed for the successful organisation of the WFDB GA & HKWC 2022.***
 - *Maintain the participant/attendance list for the WFDB ga and the HKWC.*
 - *Liaise with participants, attendants, sponsors, exhibitors, venue and other relevant stakeholders*
 - *Keep track of applications for financial support from participants/attendants with deafblindness.*
 - *Clarify reasonable accommodation and support needs*
 - *Maintain and update the list of speakers and presenters at the HKWC.*
 - *Develop and update the Program (in cooperation with the WFDB President)*
 - *Handle organisational requests regarding the events.*
 - *Prepare information packages for distribution/publishing*
 - *Produce a Conference Report to be finalized no later than 2 months after the event*
 - *Other relevant tasks for the WFDB GA and HKWC*
- ***Coordination with IDA Logistics:***
 - *VISA, Flights, Hotel, Transfer airport/hotel etc.*
- ***Conference fundraising and strategic partnership development support (under the operational leadership of the WFDB Policy Advisor)***
 - *Sponsor and Exhibitor relations*
 - *Approaching IDDC members (with IDA support if needed) and other donors involved in the DeafBlind movement (DRF, Ford, Sense, ONCE)*
 - *Approaching IDA members and proposing shared events/side events (in particular ADF, EDF, WBU)*
- ***Helen Keller World Conference communications support (under the supervision of Carina and with the support of a consultant).***
 - *Preparation of communication material for the event (nametags, leaflets, banner, logo etc.)*
 - *Support social media, website, and blog activities before, during and immediately following the event.*

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Qualification of the consultant

- Strong strategic thinking and strategic planning skills.
- Bachelor's degree or equivalent.
- Event planning skills.
- Verbal and nonverbal communication skills.
- Ability to work well with management and staff at all levels.
- Interested to work in a diverse team and fulfil accessibility requirements is essential.
- Excellent writing and presentation skills in English is required. Knowledge of other languages is an asset.
- Knowledge of human rights and inclusion of marginalized groups is an asset but not essential.
- Knowledge of the rights of persons with disabilities, accessibility, and participation of organizations of persons with disabilities is an asset but not essential.

Contracting and remuneration

- Payment and financial compensation will be subject to location and experience.
- A consultancy contract (as per Swiss law) will be signed between the selected consultant, WFDB and IDA.
- Applicants are invited to submit a copy of their passport and commercial/consultant registration/tax numbers. Only applicants with valid commercial and/or consultant registration and/or tax numbers will be considered.
- Payments will be made in several instalments and upon successful completion of the deliverables and submission of invoice.

How to apply

The interested consultant should submit a letter of interest, CV, and financial offer by email to consultancy@ida-secretariat.org, indicating in the subject "WFDB GA and HKWC Coordinator" **by 18 May 2022, 3 PM CET.**

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