

Programme and Events Manager

We are recruiting for a Programme and Events Manager, based in the UK. The primary focus of the role is the day-to-day management of contracts to deliver the secretariat functions of: the Global Education Evidence Advisory Panel (GEEAP) and the Building Evidence in Education (BE2) network. This comprises of various donor contracts, both from governmental and private sector foundations. The Programme and Events Manager will oversee the delivery of programmes, coordinating budgets, workplans, consultant management, and administration. The Programme and Events Manager will also work with the Team Lead to schedule and plan GEEAP and BE2 events such as the annual BE2 members meeting, the GEEAP panel meeting and participation in Education World Forum (EWF). To apply, please send careers@mansiondaniels.com a CV and cover letter, where the cover letter specifically addresses the essential specifications for this role. The deadline to receive applications is 10th January 2025.

[Please follow this link to see the full job description](#)

