



Open
For
Business

CARIBBEAN LEAD - CONSULTANT

ABOUT US:

[Open For Business](#) is a charity representing [36 leading companies](#) dedicated to making a difference for LGBTQ+ people around the world. We make the economic case for LGBTQ+ inclusion using data and research; and then activate this through our network of partners and programmes throughout the world. We believe that inclusive, diverse societies are better for business economic growth, and that this message can change societies for the better.

Since its creation in 2015, Open For Business has grown significantly and now has four local influencer programmes in East Africa, the Caribbean, Southeast Asia and Central and Eastern Europe. In everything we do, we're proud of bringing the weight and expertise of the private sector behind some of the most vulnerable members of our community globally, ensuring their advocacy efforts are supported by some of the largest organisations in the world.

Open For Business has a small but quickly growing global team. Although we are based in the UK, we have team members in all the regions where we work, and are very excited to bring our newest team member on board.

THE ROLE:

We are recruiting a Caribbean Lead who, following the success of the first regional LGBTQ+ Inclusion in the Travel and Tourism Industry Symposium, will be tasked with developing, planning, promoting, and managing a conference in Barbados to further support LGBTQ+ inclusion efforts in the Caribbean and solidify our relationships with business, civil society and government. This conference will not only help strengthen Barbados' reputation as an LGBTQ+ friendly destination, but will show that Barbados is a leader in LGBTQ+ inclusion in the Caribbean. In the run-up to the conference, the consultant will work with Open For Business to engage with businesses and civil society across Barbados, as well as other types of inclusive and sustainable tourism partners, to develop the agenda.

Key objectives for this event include:

- Changing the public conversation and increase awareness of the economic case for LGBTQ+ inclusion
- Increasing business and government support for LGBTQ+ inclusion more broadly
- Bolstering relationships between civil society and business leading to more resources for civil society including pro bono support, funding, and platforming, etc.

KEY RESPONSIBILITIES

- Deliver an engaging and effective conference aimed at supporting LGBTQ+ inclusion
- Meet with local business, civil society, and other key stakeholder groups (e.g. embassies) to understand their needs and priorities
- Develop the event agenda and content based on learnings from meetings

- Plan and oversee logistics of the events, keeping to budget, including sourcing the venue, catering, etc.
- Create and manage the invite list alongside the Director of Global Programmes
- Utilise the Open For Business brand to create communications content/assets to share on social media, email, and conference materials
- Engage with local, regional, and global media to generate news interest on the event
- Represent Open For Business in Barbados at key events and speak to our work
- Develop and manage a programme advisory board to provide strategic guidance
- Work with the Director of Global Programmes on the impact and evaluation plan for the event, including pre- and post-evaluation forms

PERSON DESCRIPTION

You will have broad experience in project and event management, particularly in the Caribbean, that includes understanding each step of event planning and implementation. You will know how to run events to budget with a timely delivery, and amplify the event through varied communications. You will be entrepreneurial in spirit and will enjoy being part of a small team tasked with tackling the global pushback against LGBTQ+ rights. You will be confident engaging with different audiences including civil society and businesses, especially when discussing the topic of LGBTQ+ rights.

Key Qualifications

- Direct experience managing events and projects
- Experience in working within budget parameters
- Experience facilitating and speaking at meetings and events
- Passionate about addressing LGBTQ+ inequalities in the Caribbean

Preferred Qualifications

- Experience working with multiple stakeholder groups including government, embassies, business, and civil society

Does this Sound Like You?

- Comfortable working in a remote environment with a small, agile, global team
- Comfortable travelling internationally

Open For Business is an equal opportunities employer, specifically founded to address inequality. As such the successful applicant will be hired based on merit – irrespective of gender, race or ethnicity, age, religion, marital status, sexual orientation, gender identity or expression, disability or socioeconomic background.

APPLICATION PROCESS

- Please send your CV and cover letter (no more than two pages) to: ljacobs@open-for-business.org, titled “Caribbean Lead”

CONTRACT INFORMATION

- Day rate of \$250 USD
- Fixed term with the possibility of extension
- Would consider someone working 3, 4, or 5 days a week (this can be flexible and differ per week depending on workload)
- Based in Barbados (remote worker) and reports to the Director of Global Programmes