

Sanad for Alternative Parental Care Conference Manager (Project-Based)

<p>ABOUT SANAD</p>	<p>Sanad for Alternative Parental Care is a non-profit organization, yet acts as a social enterprise, is registered under the Ministry of Social Solidarity (MoSS) since 2008.</p> <p>Our Vision: A world where orphans shape their future.</p> <p>Our Mission: Strengthening the alternative parental care system through standardization, research, certified training, and advocacy, so that every orphan to realize his uniqueness and potentiality.</p> <p>Since its foundation, Sanad has been introducing innovative solutions based on a transformation approach to reform orphanage care in Egypt and ensure a better future for children and youth raised in care homes. Yet, in 2016, Sanad extended its efforts to include another form of alternative care which is foster/alternative families (Kafala) by joining the Higher Committee of Alternative Families at MoSS. Sanad created a breakthrough in the field of orphans care by developing Quality Standards for Alternative Care within care homes for children and youth without parental care and advocating for mandating these standards nationwide which was accredited and mandated by the Ministry of Social Solidarity in June 2014.</p> <p>Sanad's projects and programs are driven from its long-term strategic objectives (2024-2030):</p> <ol style="list-style-type: none"> 1. Providing technical support to enable the transformation of care-homes' system from institutional care to semi-family care 2. Qualifying foster families to be capable of raising children deprived of parental care 3. Preparing qualified cadres to work within the alternative care system 4. Developing mechanisms of sustainability and ensuring the quality of the alternative care provided in all its forms 5. Gaining the support of the private sector and the civil society to advocate for equal opportunities for all care leavers 6. Raising the institutional and the technical efficiency of civil society organizations and the private sector to empower care leavers socially and economically <p>Sanad was recognized as one of the best six practices worldwide to improve the living environment by Dubai International Award, was selected as the best project under the Humanitarian Category in the Arab Region by MBC Hope in 2014, was recognized by Prince Mohamed Bin Fahd Prize for Best Charity Performance in 2017 in the Arab World and received Misr El Kheir Foundation "Social Pioneers Prize" in 2020 for its effort in implementing the fourth goal in the SDGs "Quality Education."</p>
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ABOUT THE CONFERENCE

SANAD conference will be held in January 2025 and it shall mainly focus on granting youth without parental care the services and the legal rights that would grant them a quality of life. The conference aims to amplify the voices of youth without parental care by giving them the room to share their own stories and challenges with policy makers, government officials, civil society practitioners, and private sector representatives in order to:

- Enforce the changes in the legal framework to grant youth their rights
- Provide trainings and job opportunities for youth without parental care
- Provide different services (education, health, legal, housing...etc.) for youth without parental care
- Showcase the existing services that care leavers can benefit from

During the conference SANAD shall showcase its expertise and share its knowledge through portraying:

- The child and youth development toolkit which focuses on promoting child and youth life and independent living skills.
- The E-learning platform and its role in raising the capacities of caregivers to be better equipped to care, protect and guide children and youth more effectively.
- The effect of the Care Leavers’ Independence Program on the youth and caregivers.
- The effect of the Youth Forum2 on youth without parental care.
- The effect of the Leadership Program in empowering care leavers to be advocates of their own cause.

REPORTING TO

Marketing Manager

CONTRACT TYPE

Project-Based (October-January)

ROLE OVERVIEW

Sanad is organizing a regional conference in January 2025, hosted in Egypt, targeting stakeholders from across the Arab world. The conference aims to amplify the voices of youth without parental care, advocate for policy reform, and enhance access to essential services such as education, health, housing, and employment. The conference will provide a platform for youth to share their stories and engage with policy makers, civil society organizations, private sector representatives, and government officials.

The Conference Manager will lead the planning and execution of the conference, ensuring alignment with Sanad’s goals. This role requires strong project management and coordination skills to manage regional participation, logistical operations, and stakeholder engagement. The Conferences Manager will collaborate with multiple departments to ensure a seamless experience for all participants.



Sanad for Orphans

**DUTIES &
RESPONSIBILITIES**

Strategic Planning and Coordination

- Collaborate with executive leadership to align the conference objectives with Sanad’s long-term strategy and positioning goals within the Arab region.
- Work with the Marketing team to develop a narrative and messaging strategy that emphasizes the importance of the conference’s themes, ensuring consistency across all communications.
- Ensure that the conference contributes to Sanad’s regional visibility, helping to position the organization as a thought leader in alternative care advocacy.

Conference Planning and Coordination

- Develop a detailed project plan, timeline, and budget for the conference in coordination with the Marketing Manager.
- Align the conference agenda, themes, and activities with Sanad’s mission.
- Collaborate with internal stakeholders to coordinate efforts across teams.
- Engage with Arab-region stakeholders, including government officials, civil society practitioners, private sector representatives, and youth leaders, ensuring diverse and meaningful participation.
- Work with the BD & Partnerships team to secure sponsors and regional partnerships.

Operations and Logistics Management

- Secure a venue suitable for hosting regional guests and ensure it meets technical and logistical requirements (e.g., accessibility, interpretation services).
- Coordinate with vendors, service providers, and suppliers for seamless conference execution.
- Arrange simultaneous interpretation services (Arabic/English) to ensure effective communication during sessions.

Stakeholder Engagement and Communication

- Coordinate with the Marketing team to develop conference communication materials (invitations, social media content, press releases) targeting regional audiences.
- Monitor and manage sponsorships and partnerships facilitated by the BD & Partnerships team.
- Maintain a communication matrix to ensure efficient coordination with all stakeholders.

Monitoring, Risk Management, and Compliance

- Develop risk mitigation plans to address logistical challenges, participant cancellations, or other issues.
- Ensure compliance with safeguarding protocols, especially concerning youth participation and data privacy.
- Provide regular progress updates to the Marketing Manager and key stakeholders.

Vendor and Partner Management

- Identify, negotiate, and manage contracts with vendors and service providers, including venue operators, catering companies, and audiovisual service providers.
- Develop service level agreements (SLAs) with vendors to ensure high-quality delivery and preconference service disruptions during the conference.
- Build relationships with regional organizations and networks to enhance Sanad's partnerships beyond the conference.

Technology and Digital Tools Management

- Collaborate with the Marketing team to set up an online registration platform and ensure a seamless participant experience.
- Manage conference technologies (e.g., mobile apps, online live-streaming tools, or virtual participation options) to enhance engagement and reach.
- Work with the Marketing team to integrate digital tools for audience engagement (polls, Q&A tools, live feedback) during sessions.

Protocol and VIP Management

- Develop and oversee VIP protocols for high-profile attendees, including government officials, ambassadors, and corporate executives.
- Coordinate with security teams to ensure the safety and smooth movement of VIPs and participants.
- Prepare protocol briefings for moderators and facilitators to ensure smooth interactions with VIP guests.

Workshops, Networking, and Side Conferences

- Design and coordinate workshops, roundtables, and side conferences to allow for deeper discussions beyond the main sessions.
- Develop networking opportunities (such as receptions, meet-and-greet sessions, or breakout rooms) to foster connections among participants from the Arab world.

- Ensure that participating youth without parental care have dedicated networking sessions with policy makers, potential employers, and service providers.

Marketing, Media, and Public Relations Coordination

- Work with the Marketing team to coordinate media coverage (TV, radio, online platforms) before, during, and after the conference.
- Prepare press kits, press releases, and media briefings to promote the conference and Sanad's mission.
- Identify opportunities for media interviews with Sanad representatives, speakers, or youth participants to amplify the conference's impact.
- Monitor and engage with social media conversations related to the conference, ensuring timely responses and promoting key moments live.

Post-Conference Follow-Up and Legacy Building

- Oversee the preparation of thank-you notes and follow-up communications with speakers, partners, and participants.
- Collaborate with BD & Partnerships to document partnerships and leads established during the conference and strategize follow-up actions.
- Ensure that the conference leaves a legacy of actionable outcomes by facilitating follow-ups on commitments made by stakeholders.
- Manage the creation of a public conference report or policy brief summarizing the key outcomes and recommendations for regional dissemination.
- Collect and analyze feedback from participants, youth, and stakeholders to assess the conference's success.
- Prepare a comprehensive post-conference report, documenting outcomes, challenges, and future recommendations.
- Collaborate with the BD & Partnerships team to identify follow-up opportunities with sponsors and regional partners.

QUALIFICATIONS

- Minimum of 5 years in event/conference planning and management, preferably with experience in regional or international conferences.
- Fluency in Arabic and English (spoken and written) is essential for regional coordination and engagement with stakeholders across the Arab world.
- In-depth understanding of Arab region dynamics, cultures, and protocols, with experience coordinating across multiple countries and managing regional partnerships.
- Prior experience working with marginalized communities, youth empowerment initiatives, or advocacy programs is highly advantageous.

- Strong ability to manage multiple tasks, stakeholders, and tight deadlines, with proven project management skills (familiarity with tools like Asana or MS Project is a plus).
- Expertise in risk management and contingency planning, with the ability to respond swiftly to unexpected challenges during large-scale conferences.
- Exceptional collaboration skills to work effectively with internal departments and external partners, including sponsors, government officials, and civil society organizations.
- Experience managing conference/events budgets and ensuring cost-efficiency while meeting quality standards.

**DOCUMENTS TO BE
SUMMITTED**

Resume: A detailed professional resume highlighting relevant experience.

Portfolio of Conferences/Events Managed: A comprehensive portfolio showcasing past conferences, including:

- Conferences/Events objectives, scale, and target audience.
- Role and responsibilities in each conference.
- Key achievements, challenges overcome, and measurable outcomes.
- Photos, videos, or media coverage (if applicable).

Interested Candidates can send the above documents to careers@sanadorphans.org by **15th of November**, mentioning the job title in the email subject line.

Note: We'll be in touch with those who make it to the shortlist for interviews. Appreciate your interest!