



Events and communications associate

Job title: Events and communications associate
Place of work: Basel, Switzerland
Employment rate: 80-100%
Start date: As soon as possible

About the Wolfsberg Group

The Group ([wolfsberg-group.org](https://www.wolfsberg-group.org)) is an association of 12 global banks focused on enhancing how the financial services industry and the regulatory community can combat and prevent financial crime. The Group was one of the first organisations of its kind to be established, its publications and guidance are used by the industry globally as a vital part of the fight against financial crime, and it is a frequent contributor to the work of international standard setters. The Group holds member-only quarterly meetings, as well as an annual conference and two training events.

If you are passionate about the fight against financial crime, join the Wolfsberg Group and make a difference.

Job description

Responsibilities include, but are not limited to:

Event management

- Manage the planning, logistics and execution of (i) quarterly meetings (approximately 30 attendees), (ii) the annual conference (approximately 100 attendees), (iii) annual training sessions (approximately 30 attendees) and (iv) other meetings that the Group may wish to host or be involved in.
- This involves engaging with the membership and their teams when they are hosting meetings, staff at the venue for the annual conference and training sessions, and with third parties (e.g. transport companies and printers) and speakers (internal and external) for the meetings/conference.

Membership engagement

- Be the central point of contact and support for members, including maintaining access to the Group's secure website and email distribution lists.
- Support the preparation of materials for quarterly meetings, the annual conference and training sessions.

- Minute taking for meetings as required.
- Produce the monthly newsletter with updates to be shared with the members.
- Be responsible for publishing papers on the Group's website and LinkedIn, including the preparation of an appropriate engagement strategy for each publication.
- Support the Senior Policy Analyst with working group activities as well as any ad hoc initiatives which may result in internal or external publications.

Financial crime-related work

- If you have an interest in, or experience of, financial crime risk management, then additional responsibilities could include representing the Secretariat on specific working groups and supporting the Senior Policy Analyst with research relating to the Group's work.

Qualifications

- Events planning, management and execution experience required (notably experience working with contacts in multiple countries, cultures and time zones).
- University degree required.
- Experience managing social media and creating newsletters.
- Interest/experience in financial crime risk management preferred.
- Excellent written and verbal communication skills in English.
- Fluency in German is a plus.
- Must be able to demonstrate sound judgement and integrity.
- Strong interpersonal skills and experience working as part of a small team.
- Ability to work autonomously, manage competing priorities and initiate/prioritise own work.
- Detail and results oriented.
- Expertise with Microsoft Office 365 (administration and applications).
- Experience in dealing effectively with the media and community engagement would be a plus.

Offer

The Group offers an interesting and rewarding working environment with exposure to the global heads of financial crime compliance functions and senior staff from our member banks. Senior level engagement with international standards setters is also involved. The work is varied and offers scope for initiative and innovation from the right candidate. The salary is competitive.

Application

Candidates must have or be able to obtain a valid work permit for Switzerland.

Please send your written application (CV, cover letter, reference letters and contact details of three professional references; all documents merged in a single PDF file) no later than 31st January 2024 by email to: **application@baselgovernance.org**

As written communication skills are a significant portion of the role, CVs and cover letters identified as written with the help of artificial intelligence will not be accepted.

For further information about this position, please contact alan.ketley@wolfsberg-group.org

Equal opportunity employer

The Wolfsberg Group is an equal opportunity employer. It does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status, or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.