ROLE DESCRIPTION · OPEN PROJECT ROLE

Programme & Content Developer

Shapes what happens in the room: themes, sessions, speakers and formats that serve the purpose of the gathering.

ENGAGEMENT	AREA	REPORTS TO	LOCATION
Project-based	Programme development	Founder & Chief Executive Officer	Nairobi, Kenya, and event locations

About the role

You help design the substance of a gathering. Working from the event's purpose and audience, you research themes, propose session formats and speakers, and develop the briefs that help everyone on stage contribute well.

What you will do

- Research themes, context and audiences for conferences, convenings and dialogues.
- Propose programme structures, session formats and running orders.
- Identify, research and help approach speakers, panellists and contributors.
- Write speaker briefs, session notes and programme copy.
- Coordinate with facilitators and moderators on the flow of each session.
- Capture key insights and outcomes for post-event reports.

What you bring

- Strong research and writing skills, and the ability to turn complex ideas into clear sessions.
- Interest in policy, development, business, culture or the themes our gatherings address.
- Confidence in contacting senior people professionally.
- Good judgement about balance, representation and different perspectives.

Good to have

- Experience organising conferences, dialogues, debates or academic events.
- Networks in Kenya's policy, business, creative or development sectors.

How we work together

This is a project-based engagement, not employment. For each project we agree the scope, dates, deliverables and fee in a written engagement letter before any work begins. Fees depend on the project and are confirmed in that letter.

Everyone who works with us follows our Rules of Engagement: thegatheringandco.online/downloads/roles/rules-of-engagement.pdf

How to apply

Go to **thegatheringandco.online/work-with-us**, choose **Programme development** as your area and tell us about your experience and availability. Include a portfolio or LinkedIn link if you have one. You can also email **info@thegatheringandco.online** with the subject "Programme & Content Developer".