



Project Coordinator, Annual Summit

Global Maritime Forum, Copenhagen

Apply before 22 January 2025

Do you want to join our mission to make the maritime industry more sustainable for both people and planet? You have the chance to become part of our international, diverse team of purpose-driven individuals in a role that helps organise one of the most important maritime events of the year.

Does that sound interesting? Keep reading to learn more!

We're looking for a person who is great at collaboration, event coordination, as well as stakeholder management. Our organisation is young and dynamic, and there is room for both the social and the serious.

Who we are

If you're new to the Global Maritime Forum, let's start with the basics.

The Global Maritime Forum is a Copenhagen-based international not-for-profit organisation. We bring leaders from across the maritime value chain together with influential decision-makers and opinion shapers to tackle collective challenges and develop new solutions and ideas for action.

The Global Maritime Forum is behind several initiatives, such as the All-Aboard Alliance, the Poseidon Principles, and the Getting to Zero Coalition. Through building and nurturing these and similar powerful communities, we are able to instigate change. Our work spans reports, webinars, workshops, and much more. Our yearly trademark event, the Annual Summit, brings together around 200 high-level decision-makers, thought leaders, and experts from across the maritime value chain and beyond to shape the future of global seaborne trade to increase sustainable long-term economic development and human wellbeing.

Our culture is based on continuous learning and growth, curiosity and collaboration, and an empowering and inclusive environment. Working in the Global Maritime Forum means joining a tightknit and passionate team, where we support each other and succeed together.

Project Coordinator in the Annual Summit team

As Project Coordinator for the Annual Summit, you will be responsible for supporting the planning, execution and follow-up of our flagship event, the Annual Summit. The Summit is an unconventional, highly collaborative and dynamic event that takes place each autumn in a different maritime hub around the world. It is organized in collaboration with many internal and external stakeholders and partners. In this role, you will play an important part in bringing all these different parts together to work towards a common goal. While supporting the upcoming Summit, you will also be involved in the long-term planning of future Summits.

The purpose of the Annual Summit is not only to discuss key maritime issues but to catalyse collective action and to generate new streams of work, which will inform future Summits. You will therefore support the scoping and research of new initiatives for the Global Maritime Forum.

In this role, your responsibilities may include:

- Securing progress in the planning, execution and follow-up of the Annual Summit
- Support the content development and design of the Annual Summit, by doing background research, scoping panels and framing questions, arranging meetings and keeping records
- Identifying possible summit speakers and coordinating with speakers, moderators and hosts
- Keeping and updating databases, records, minutes
- Planning and as appropriate convening periodic internal coordination meetings and workshops
- Preparing site visits to future summit destinations
- Contributing to the development of speeches, invitations, narratives, and other written products
- Identifying and raising risks and challenges
- Contributing to the development and delivery of other projects and initiatives across the organisation, depending on your interests, qualifications, and organisational needs.

The portfolio of responsibilities will be adjusted depending on the selected candidate, and of the successful candidate of a parallel vacancy in the same team.

You will report to Director of Strategic Initiatives and Head of Annual Summit, Ingrid Sidenvall Jegou and you will join a small team dedicated to the Summit and Strategic Initiatives.

In addition, you will work closely with colleagues in the community, communications, and operations teams, as well as with the programme teams. You will frequently engage with our large community of partners and experts.

Who is suitable for this role?

We are looking for a young professional with an interest in maritime and passion for a chance to improve conditions for people and the planet. In this role, you need to be an excellent team player and have the ability to juggle many and diverse tasks without losing attention to detail. You need to be able to quickly grasp and research new areas with great autonomy, and at the same time be able to keep minutes, synthesise and present.

Moreover, you

- excel in project coordination.
- are structured and well-organised.
- have an eye for detail while commanding the broad picture.
- enjoy removing barriers for your colleagues and roll up your sleeves when required
- interact confidently with – and at times challenge – executive leadership and senior collaborators.
- are proactive and able to drive initiatives with a high degree of integrity by taking ownership and responsibility to resolve challenges.
- are intellectually curious, driven, and enjoy the challenge of working in a dynamic environment, adapting to an evolving portfolio of activities and events.

Preferred qualifications

- A relevant academic degree within business, economics, environment, management, law, etc.
- Experience as a Project Coordinator, preferably supported by formal training or education.
- 1-3 years of professional hands-on experience working with multi-stakeholder engagement.
- Strong communication skills and full proficiency in English, both verbally and in writing.

What we offer

We offer an opportunity to be part of a dynamic, growing organisation and a young, purpose-driven team. We are driven by our passion for making the maritime industry more sustainable. We have high ambitions, but a strong culture of collaboration, being friendly, humble, and helping and supporting each other.

Besides that, we offer

- Beautiful office central in Copenhagen
- Flexibility to work from home
- Market level salary level (depending on your experience)
- An international and inclusive team, currently counting ~ 25 different nationalities
- An opportunity to make a real-life difference for people and planet
- A salary remuneration package including health insurance, mobile phone, paid wifi, and lunch scheme

How to apply

Please send your CV and motivational application to careers@globalmaritimeforum.org no later than **22 January 2025**. Please mark your application with your **full name and "Project Coordinator, Annual Summit"**.

For more information about the Global Maritime Forum or the position, please contact Michael Søsted, Managing Director, Head of Finance and Operation at +45 4253 2047.

Practical information

The position is full-time. Start date as soon as possible.

The duty station is our Copenhagen office with the possibility to work from home as per the agreement with your manager. A valid working permit in Denmark is required.