Vacancy announcement

Position: Volunteer Co-ordinator
Number of Positions: 01
Organisation: International Union Against Tuberculosis and Lung Disease (The Union)
Location: Home based, located in or near Paris
Duration: 21 August – 30 November 2023
Travel: As necessary

Organisation background:

The Union is a global membership, technical and scientific organisation. We were established in 1920 and are led by people who are committed to our vision, mission and values. Our members are organisations and individuals from all parts of the world. We are made up of government and non-government agencies, charities, donors and funders, professional groups, patient groups and civil society organisations. We bring together clinicians, managers, policy makers, front-line workers and implementers, scientists, patients and survivors, advocates and civil society.

The Union’s Vision: A healthier world for all, free of tuberculosis and lung disease

The Union’s Mission: The Union strives to end suffering due to tuberculosis and lung disease by advancing better prevention and care. We seek to achieve this by the generation, dissemination and implementation of knowledge into policy and practice. We aim to ensure that no-one is left behind, people are treated equally and we have a focus on vulnerable and marginalised populations and communities.

The Union’s Values:

- **Quality**: we deliver our services and products to the highest possible standards.
- **Transparency**: we are open and direct in our dealings.
- **Accountability**: we are responsible stewards of resources, deliver on our commitments, and are accountable to our stakeholders.
- **Respect**: we recognise people’s intrinsic value and have due regard for the welfare, beliefs, perceptions, customs and cultural heritage of those we deal with.
- **Independence**: we seek to pursue our mission free from interference by conflicts of interest.

The Union World Conference on Lung Health

The Union World Conference on Lung Health is the world’s largest gathering of clinicians and public health workers, health programme managers, policymakers, researchers and advocates working to end the suffering caused by lung disease, with a focus specifically on the challenges faced by low- and lower-middle income populations.

It will take place in Paris from the 15th to 18th November, with a Pre-Conference Day on 14th November. For details, please visit [http://www.worldlunghealth.org](http://www.worldlunghealth.org).
Job Summary:

As part of the organising team, there is a role for an experienced and energetic co-ordinator of volunteers to help recruit, select, organise and manage the Volunteer Team, both prior to and during the event.

We are looking for an individual with excellent organizational skills and the ability to communicate and engage with people from diverse backgrounds and with varying levels of experience.

The goal is to ensure that the Conference has a well briefed and competent Volunteer Team to help the event run smoothly, to enhance the delegate experience and provide support for a wide range of on-site tasks.

Responsibilities

- Source and recruit approximately 150 volunteers through various techniques (databases, e-mail, social media, conference website, etc.)
- Liaise with the Union team members on the specific requirements for all the operational areas (number of volunteers, shifts, specific skills and other factors)
- Attend the weekly online meetings of the organising team prior and during the event
- Define and create written role descriptions
- Collect information on availabilities and skills of prospective volunteers
- Review the applications and select those candidates that meet the requirements for the subsequent recruitment stages
- Assign roles and responsibilities to people best suited for tasks required
- Arrange appropriate briefing and familiarisation sessions
- Produce schedules for Conference activities taking into consideration the requirements per operational area with the availability and skillset of the volunteers
- Manage schedule variations/changes and issues as they arise
- Train volunteers with the support of The Union team
- Communicate frequently with volunteers and with the organising team to ensure they are well-placed, supported and content prior to and during the event
- Participate in the debriefing with the team and produce an evaluation report.

The Union will provide volunteer related files including the training materials from previous conference editions and members of the team will give guidance and support on the process.

Personal Skills

- Excellent organizational and team coordination abilities
- Ability both to function autonomously and work collaboratively remotely based
- Ability to communicate effectively with people from diverse backgrounds
- Experience in volunteering or work within the hospitality or tourism sector
- Working knowledge of MS Office applications (especially Excel)
- Knowledge of scientific conferences is an advantage
- Fluent in English, good command of French would be a great asset
Work Conditions

- Duration: To start as soon as possible till 30 November 2023
- This is a very flexible position, ideally you will be located in or near Paris and will be home based until the week of the Conference, to be held at the Palais des Congrès de Paris
- You will need to be available to be physically on-site from Sunday 12th to Monday 20th November.
- Working pattern needed to fulfil the duties will be agreed following appointment.
- The total fee for this role will be in the region of €6,000 (including all taxes)
- The person selected will be engaged on a freelance basis

To apply

Please send your CV a covering letter explaining how your skills and experience fit the position to: david.jackson@theunion.org.

Interviews will be held remotely.

Deadline for applications Monday 14 August 2023, 12:00(CET)

The Union is an equal opportunity employer. For more details about the organisation please refer to our website https://theunion.org/.