Vacancy announcement

Position: Executive Administrator
Number of Positions: 01
Organisation: International Union Against Tuberculosis and Lung Disease (The Union)
Location: Home based, located in the UK
Working hours and conditions: Flexible
Duration: 2 years
Travel: Frequent travel in the first 9 months and occasional travel thereafter
Remuneration: Annual Salary £38,000

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 Tobacco or Heath

The World Conference on Tobacco or Health (WCTOH) is a biennial global conference covering all aspects of tobacco control from foundation scientific and health research to population level education, policy changes and effective implementation strategies.

Following a period of reorganisation and renewal, WCTOH is establishing a new committee structure to advise, guide and assist in the successful delivery of the conference. In order to ensure that the new committee structure is effectively and efficiently resourced and managed, WCTOH is recruiting an Executive Administrator to administer and support the committee structure and be part of the core WCTOH team.
**Job Summary:**

The Executive Administrator will be the principal administration officer of the WCTOH committees.

The Executive Administrator’s tasks will include, but are not limited to, the organisation of all aspects of the meeting schedule both online and in person (including venue selection, travel and accommodation etc). They will also prepare agendas, take and distribute minutes, receive and disseminate correspondence to and from the committees, and ensure the smooth operation of the committee structure.

**Desirable attributes**

The Executive Administrator should:
- be an excellent communicator
- be extremely well organized
- be skilled in the use of the Microsoft Office suite of programs
- have experience in committee/office administration
- be discreet as appropriate

**Responsibilities**

- Organisation of all aspects of both meeting in person (travel, accommodation etc.,) and online meetings
- Management of the committee’s business. Ensuring that all meetings run smoothly. This will include recurrent items, and one-off items which the committee has specified, and to help identify papers or information which may require early planning and preparation
- Development of the agenda in consultation with the chair/s and committee members and distribution prior to the meeting
- Manage minutes of committee meetings, distribute the minutes to members shortly after each meeting
- Ensure that the necessary follow up actions are taken
- Be thoroughly familiar with the committee’s terms of reference so that appropriate advice on the committee’s business can be given when needed
- Be aware of the wider context in which the committees operate and, in particular, be able to relate their business to the WCTOH’s strategic priorities
- Be familiar with the membership of the committee
- Manage the general correspondence of the committee
- Provide systematic communication from the committee to relevant stakeholders
- Support the Director of Conference and Events as appropriate

**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 11 March 2024, 12:00(CET)

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