

Vacancy announcement

Position: Conference Executive Assistant

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/ Part-Time

Duration: 2 years, depending on the time of joining

Travel: Frequent travel in the first 9 months and occasional travel thereafter

Remuneration: Based on experience, Annual Salary Range £25,000

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 Control (WCTC) 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, WCTC 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, WCTC is recruiting a Conference Executive Assistant to administer and support the committee structure and be part of the core WCTC team.

Job Summary:

The Conference Executive Assistant will support the Director of Conferences and Events and the extended Conference Team in varied range of task, duties and responsibilities.

The Conference Executive Assistant'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.

Key Responsibilities

- Assist in the preparation of project proposals, timeframes, and schedules.
- Implement and maintain procedures and administrative systems.
- Manage multiple projects simultaneously, ensuring timely follow-through.
- Assist with compiling information and preparing spreadsheets and presentation materials for various meetings.
- Coordination with various departments and external agencies to ensure seamless execution of activities.
- Provide administrative assistance, such as preparing meeting agendas, compiling and disseminating meeting information, preparing communications on behalf of the Team.
- Provide administrative assistance in areas of diary management, travel requirements and day to day tasks for the Director of Conferences.
- Maintain comprehensive and accurate records, and organise documents.
- Manage the Conference calendar, monitor progress and alert the Team of important tasks and deadlines prioritising urgent and important matters.
- Act as a point of contact and help communicate project status to all participants.

Desirable attributes

The Conference Executive Assistant should:

- be an excellent communicator
- be extremely well organised
- be skilled in the use of the Microsoft Office suite of programs
- have experience in committee/office administration
- be discreet as appropriate

Additional information

- The role will require flexibility with hours, especially attending conferences and meetings can occur outside of standard business hours.
- The position often involves coordination with various departments and external agencies to ensure seamless execution of events.

Qualifications and Skills

- Strong organisational skills with the ability to multitask and prioritise effectively.
- Strong client-facing and teamwork skills.

- Excellent communication skills, both written and verbal.
- Attention to detail and problem-solving skills.
- Proven experience as an Executive Assistant, preferably within a conference or event management context.
- Proficiency in MS Office, particularly PowerPoint, and experience with virtual meeting technologies.
- Discretion and confidentiality.

To apply

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

Interviews will be held remotely. Deadline for applications Wednesday 15 August 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/>.