

## Volunteer Opportunity

**Role: Volunteer Coordinator**

**Number of Positions:** 01

**Organisation: International Union Against Tuberculosis and Lung Disease (The Union)**

**Location:** Home based until the week of the Conference, ideally based near Bali need to be available to be physically on site from 10-18 November 2024.

**Working hours and conditions:** needed to fulfil the duties and will be agreed following appointment

**Duration and Start Date:** 1 September to 20 November. Varying level of time commitment that intensifies closer to the Conference in Bali

**Travel:** Travel/ Stay in Bali from 10-18 November 2024

**Remuneration:** Based on experience

### 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.

## Introduction

The Union World Conference on Lung Health will take place in Bali, Indonesia from 12-16 November 2024.

As part of the organising team there is a role for an experienced 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 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.

## Key Responsibilities

- Source and recruit volunteers through various techniques (databases, e-mail, social media, conference website, call for volunteers, etc.) – assistance from The Union conference team will be provided
- Collect information on availabilities and skills
- Define and create written role descriptions
- Assign roles and responsibilities to people best suited for tasks required
- Arrange appropriate briefing and familiarisation sessions
- Produce schedules for Conference activities and manage variations and issues as they arise
- Supervise and communicate frequently with volunteers to ensure they are well-placed, briefed, and supported.

## Personal Skills

- Excellent organizational and team coordination abilities
- Able to communicate effectively with diverse people
- Experience in volunteering or work within the hospitality or tourist sector
- Working knowledge of MS Office applications (especially Excel)
- Fluent in English and Indonesian/Bahasa.

## Additional information

You will be joining the team soon enough to start the recruiting and selection of candidates to secure their participation.

## To apply

Please send your CV and letter of motivation explaining how your skills and experience fit for the role to: [scientific@theunion.org](mailto:scientific@theunion.org)

Interviews will be held remotely. Deadline for applications - 15 August 2024, 23:59 (CEST)

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