



### JOB DESCRIPTION – ADMIN CONSULTANT

<b>Job title</b>	Admin Consultant
<b>Location</b>	Home based
<b>Contract type</b>	Consultancy: start 6 <sup>th</sup> Jan 2025 end 4 <sup>th</sup> April 2025 Fixed term, full-time role.
<b>Salary</b>	£165 per day
<b>Key Contact</b>	The Admin Consultant will report to the HR & Operations Manager

#### **GHP (Formerly THET)**

Global Health Partnerships (Formerly THET) is a global health charity working in partnership with governments, health institutions, and international bodies to train health workers and strengthen health systems across 31 countries. We do this through grants management and capacity building, alongside research, convening and advocacy towards the goal of Universal Health Coverage. At the centre of our approach, is the model of Health Partnerships, long-term relationships between UK and LMIC health institutions, which improve health services through the reciprocal exchange of skills, knowledge, and experience. At the heart of our work is vision of a world where everyone has access to healthcare.

Find out more at [www.thet.org](http://www.thet.org)

This document serves as a Terms of Reference for the type of work the GHP Admin Consultant should expect to carry out as part of this. There will be a period of increased international travel, and this role requires strong organisational skills, attention to detail, and the ability to work under pressure while maintaining excellent communication with a diverse group of stakeholders.

#### **MAIN RESPONSIBILITIES**

##### **1. Travel Logistics Coordination**

Organise comprehensive travel logistics for all international travellers.

Ensure timely submission of the International Travel Pre-Departure Form by travellers.

Liaise with the HR/Ops Manager and Senior Management Team (SMT) regarding travel arrangements and updates.

## 2. Travel Records Management

Maintain and update the International Travel Log, ensuring accuracy and relevance for all upcoming trips.

Share the updated travel log with the SMT during weeks when international travel is planned.

## 3. Policy and Documentation Updates

Revise travel guidance and forms based on feedback received from staff, ensuring they are user-friendly and meet organisational needs.

## 4. Insurance and Risk Management

Collaborate with HR/Ops to address any specific insurance needs or risk assessments related to travel.

### Additional Expectations

- Provide timely communication and support to travellers regarding itinerary details and travel policies.
- Ensure compliance with internal and external travel policies, safety guidelines, and data protection regulations.
- Contribute to the improvement of travel processes by proactively identifying inefficiencies and suggesting solutions.
- Undertake any additional administrative tasks as required by the HR and Operations Manager to support smooth team functioning and operational efficiency.

### PERSON SPECIFICATION

Person specification	Essential	Desirable
Qualifications		A degree in a relevant field (e.g., Business Administration, Human Resources, Travel and Tourism Management)

<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working in a team environment.</li> <li>• Budget preparation, tracking or monitoring.</li> <li>• Preparing written communications to a range of audiences.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an office environment</li> <li>• Experience of working with international colleagues</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent command of written and spoken English.</li> <li>• Excellent administrative and logistical skills.</li> <li>• Well-developed IT skills and competence in Microsoft Word, Excel and PowerPoint</li> <li>• Excellent time management skills and ability to manage competing deadlines.</li> <li>• Attention to detail.</li> <li>• Good financial management skills.</li> <li>• Ability to write clear and concise briefings.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to analyse, synthesise and communicate complex issues in a clear manner.</li> <li>• Excellent interpersonal skills and confidence</li> </ul>
<b>Values</b>	<ul style="list-style-type: none"> <li>• Strong commitment to THET's cause and values.</li> <li>• Highly motivated self-starter.</li> <li>• Flexible and adaptable.</li> </ul>	

Candidates must submit their CV along with a cover letter of no more than two pages to [jobs@thet.org](mailto:jobs@thet.org) by midnight **Sunday 15<sup>th</sup> December 2024**, with *'Admin Consultant'* in the subject line.

We will review applications as they come in so may close applications early, and therefore early applications are encouraged.