

Committees Coordinator/Senior Committees Coordinator Job Description

Location	FIGO House, Waterloo Court, 10 Theed Street, London, UK
Main purpose of job	Deliver high-quality, professional support to FIGO's divisions and committees, as well as members, partners and stakeholders. Create strong relationships and deepen engagement within and between divisions and committees.
Reporting to	Senior Communications & Engagement Manager
Budget responsibility	n/a
Posts that this role manages	n/a
Organisational relationships	Communications and Engagement team, Publications team, Events team, FIGO member societies, divisions and committees, Board of Trustees, FIGO Council, Programme/project teams, Finance team.
Hours / Tenure	37.5 hours per week excluding lunch breaks
Job context	<p>The International Federation of Gynecology and Obstetrics (FIGO) is the only organisation that brings together professional societies of obstetricians and gynaecologists on a global basis. For nearly 70 years FIGO has collaborated with the world's top health and donor bodies. FIGO currently has member societies in more than 130 countries and territories.</p> <p>FIGO is dedicated to the improvement of women's health and rights and to the reduction of disparities in healthcare available to women and newborns, as well as to advancing the science and practice of obstetrics and gynaecology. The organisation pursues its mission through advocacy, programmatic activities, capacity strengthening of member societies, education and training.</p>
Department	This post supports our volunteer divisions and committees and helps to align efforts and messaging across FIGO with our programmes and implementation teams.
Specific responsibilities	<p>Division and committee coordination and support</p> <ul style="list-style-type: none"> • Provide effective and efficient administrative support to FIGO's divisions and committees, including organising meetings, circulating agendas and note-taking. • Act as first point of contact for Division Directors and Committee Chairs, providing support and guidance on FIGO processes and best practice.

- Maintain division and committee materials, decisions and documents, using dedicated online platforms (currently Microsoft SharePoint).
- Liaise with FIGO staff, as well as Trustees and senior stakeholders, to facilitate the development and progress of multi-year workplans.
- Track and monitor development of division and committee outputs, liaising with colleagues across FIGO HQ teams as appropriate.
- Administer and maintain committee data in FIGO's membership CRM, championing the CRM and ensuring it always contains the most up-to-date information.
- Support teams across the business with information requests and general queries related to our divisions and committees.

Division and committee engagement

- Develop and maintain strong relationships with all division directors and committee chairs, as well as committee members, providing education, support, advice and information.
- Identify opportunities for FIGO HQ to provide new or improved services and support to divisions and committees.
- Support the onboarding of new directors, chairs and members.
- Contribute to the creation and implementation of a strong membership engagement plan, with particular focus on the role of divisions and committees in deepening engagement and dialogue with societies.
- Support communications between and within divisions and committees.
- Help divisions and committees to build networks within and across member societies, FIGO Programmes/Projects, and key partner organisations, such as WHO and our allied Regional Federations.
- Communicate regular FIGO updates, benefits and activities to divisions and committees to ensure the delivery of timely, relevant information.

Monitoring and evaluation

- Support the development of reporting dashboards to assist with M&E and improve the way FIGO engages divisions and committees in the planning and impact of our work.
- Collect and analyse robust data to help us to evaluate and continually improve our communications, engagement and events.
- Support the preparation of reports on division and committee progress and activities as required, including action plans and progress reporting.
-

Other

- Maintain a good knowledge and understanding of FIGO's broad work – including projects – and its relevance to divisions and committees.
- Manage the committees inbox, triaging queries and coordinating responses.
- Arrange logistics for team and stakeholder meetings and remote participation, and support with note taking.

	<p>If hired at Senior Coordinator level, the post-holder will additionally be responsible for, and must be able to demonstrate experience of:</p> <ul style="list-style-type: none"> • Strategic development of divisions and committees, including: <ul style="list-style-type: none"> – Review and refinement of processes, workflows, policies and guidance. – Coordination of committee and division nomination and selection processes. – Provide guidance and direction on committee workplans. • Leading on committee presentations and reporting. • Recommending and implementing best practice for volunteer management and engagement, with significant prior experience of managing and developing volunteers. • Supporting committees with the planning and delivery of sessions and activities at FIGO congresses. 	
<p>Generic responsibilities</p>	<ul style="list-style-type: none"> • To adhere and comply with FIGO Policies and Procedures. • To contribute to the work of the department and/or team and FIGO. • To travel to / attend meetings and events (and represent FIGO at external meetings and events if required). • The above list of responsibilities does not define or limit the work which you are employed to do and you may be required to do any work within your capability which FIGO requires of you from time to time. 	
<p>N.B: This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job description will be reviewed and be subject to amendment in consultation with the job holder.</p>		
<p>Name of job holder</p>	<p>Signature</p>	<p>Date of agreement</p>

Committees Coordinator Person Specification

General and Professional Education
<p>Essential</p> <ul style="list-style-type: none"> • Degree-level qualification (or equivalent work experience in a related area).
Knowledge and Experience
<p>Essential</p> <ul style="list-style-type: none"> • Experience of working in a customer- or membership-facing role requiring extensive interaction and high standards of professional communication with stakeholders. • Experience of organising and facilitating meetings, including for high-profile stakeholders. • Experience of working both independently and as part of a team, exercising autonomy and personal authority as needed. • Excellent working knowledge and use of Microsoft Office programs, Zoom, and online communications. <p>Desirable</p> <ul style="list-style-type: none"> • Experience of administration in respect of volunteers – e.g. committees and/or academics. • Experience working within a charity, not-for-profit and/or membership organisation. • Good understanding of women's health terminology • Experience of using and developing a membership database system, ideally using customer relationship management software. • Experience of collecting, analysing and reporting data for the purposes of monitoring and evaluation. • Experience of working in diverse cultural environments.
Skills, Abilities and Attributes
<p>Essential</p> <ul style="list-style-type: none"> • Self-motivated, flexible and a creative problem solver. • Excellent organisational skills and attention to detail. • Excellent writing, interpersonal and communications skills. • Collaborative approach with relationship-building skills. • Ability to work within a small team. • Personal values that align with FIGO's mission and vision. <p>Desirable</p> <ul style="list-style-type: none"> • Proficiency in French or Spanish (if applicable, please state your proficiency clearly in your cover letter).