

Job description

Job Title: Project Assistant

Job Location: UK Remote, with quarterly travel to Brighton

Reports to: Head of Finance and Grants

Responsible for: N/A

Organisation: Uniting to Combat NTDs (Uniting)

Background

Neglected tropical diseases (NTDs) are a group of preventable and treatable diseases that affect about 1.65 billion people around the world. The World Health Organization currently recognises 21 diseases as NTDs.

NTDs cause immeasurable suffering. They debilitate, disfigure and can be fatal. By most commonly affecting some of the most vulnerable people in the world – who often live in remote communities – NTDs create cycles of poverty and cost developing nations billions of dollars every year. Yet progress is possible, as of December 2024, 54 countries have eliminated at least one NTD.

Uniting to Combat NTDs is a global advocacy organisation that exists to end NTDs by mobilising resources in support of the World Health Organization's NTD road map and the Sustainable Development Goals. We envision a world where no-one suffers from these preventable and treatable diseases.

In February 2023, we conducted a mid-term review of our 2021-2030 strategy to assess its continued relevance in light of the substantial global challenges that have emerged since its inception. While we re-affirmed the strategy's continued importance, we recognized the imperative of intensifying our efforts in resource mobilisation to address persistent funding gaps, the absence of dependable, long-term funding mechanisms for global NTD programs, and significant changes to the global health architecture.

Our target over the next five years is to mobilise resources towards achieving the WHO NTD road map from a range of sources, existing and new, including from donor governments, multi-lateral development banks, affected countries, and innovative financing. Our success will be measured by the volume of funding we are able to mobilise for countries and individuals affected by NTDs.

Job Purpose:

To provide dynamic administrative and coordination assistance to ensure the smooth operation of the Uniting to Combat NTDs team and governance groups. The Project Assistant will provide support to the Executive Director, Board Chair, other members of the leadership team, and as required on major projects, events and communications activities.

Principal Accountabilities:

1. 35% Administrative and coordination support

- Circulate agendas, minutes, and information/documents
- Take minutes and actions in meetings.
- Follow up with relevant stakeholders on action items as needed.
- Schedule diary appointments
- Oversee the team email account (info@) and other mailboxes whether standing or project based.
- Manage team calendars, including scheduling of meetings with participants across multiple times zones.
- Support finance processes (e.g., setting up suppliers, invoicing, AirPlus & HSBC virtual card coordination and processing), as needed.
- Maintain and coordinate organisation subscriptions.
- Work on special projects as needed. May include conducting basic project management, conducting partner surveys, and/or research and analysis of data to respond to requests.

2. 25% Support planning and logistics for external meetings and events

- Support logistics for physical and virtual meetings, including booking rooms, catering etc.
- Coordination of travel arrangements for sponsored participants
- Conduct booking team travel and accommodation and researching/securing visas.
- Support logistics for virtual and in person meetings, workshops and events on various virtual platforms to include moderating attendees, projection of slides and media, managing breakouts and engaging simultaneous translators.

3. 25% Support to Executive Director and Board Chair

- Ensure the Executive Director and Board Chair are supported in the management of their diary of meetings and appointments
- Support planning and logistics for Executive Director and Board Chair to attend meetings and events (travel, accommodation, event registration, visas etc)

- Support the Executive Director and Board Chair with the drafting of follow up communications, document management, presentations, preparation for key meetings, and proof-reading.
- Support the Executive Director's time, bringing attention to the most pressing things for them to deal with on a daily/weekly/monthly basis

4. 15% Support the maintenance of internal database systems and records

- Ensure online and physical filing/storage systems are maintained.
- Maintain accurate lists of governance and working group members.
- Maintain records on the team relationship management system

Jobholder Entry Requirements - *the essential knowledge, skills and behaviours required*

Knowledge (Education & Related Experience):

Essential

- Demonstrable experience in a complex administrative and coordination role
- Experience of providing remote PA and logistical support to multiple team members, including at senior level.
- Experience of diary management and complex international travel management
- Proficiency with multiple technology platforms including Microsoft 365 (SharePoint, Teams Office), Zoom and Google Workspace. Google Workspace and SharePoint are of particular importance.
- Available and able to travel to Brighton quarterly

Desirable

- Experience or understanding of International Development, INGOs, NTDs
- French language proficiency

Skills (Special Training or Competence):

- Ability to set priorities while balancing the needs of providing support for multiple individuals, including calendar management, travel arrangements, and event planning assistance.
- Excellent oral and written communication skills to effectively engage with individuals internally, externally and with diverse backgrounds.

Core Behaviours:

- Communicating and Influencing
- Integrity and respect
- Team Working
- Planning and Organising
- Change and Improvement
- Delivery and Implementation

- Decision Making
- Excellent interpersonal and collaborative skills.
- Ability to network and inspire others to collaborate.
- Persuasive
- Strong cultural sensitivity
- Action orientated
- Strong team player

Key Relationships:

Internal

- Executive Director
- Director of Resource Mobilisation and Advocacy
- Director of Communications and Partnerships
- Chief Operating Officer
- Head of Resource Mobilisation Donor Engagement and IMDBs
- Head of Resource Mobilisation: Africa and Global Funds
- Senior Resource Mobilisation Adviser, West Africa
- Senior Policy Advisor
- Senior Technical and Partnerships Specialist (AU secondment)
- Communications Manager – Africa and Channels
- Communications Manager – Donors and Global Funds
- Head of Grants and Finance
- M&E and Accountability Manager
- Health Economist
- Donor Insight Analyst
- Africa Insight Analyst

External

- Global Funding bodies and mechanisms counterparts
- Government decision-makers and influencers
- World Health Organization
- Alliance partners
- Policy networks
- Sector peers