

## ITF JOB DESCRIPTION

JOB TITLE: GLOBAL ADMINISTRATOR (LEVEL 1)  
DEPARTMENT: GLOBAL ADMINISTRATION  
REPORTING TO: GLOBAL ADMIN SUPERVISOR (LEVEL 2)

### MAIN PURPOSE OF ROLE:

To work as part of the Global Admin Team (GAT) to ensure effective delivery of administration to support the ITFs goals and priorities.

Supports the ongoing development of the global admin function in line with the core principles: standardisation; automation and simplification

### KEY RESPONSIBILITIES:

- Awareness and understanding of the GAT work plan and corresponding budgets; recognising own role in delivery
- Drafts circulars and correspondence; seeks approval and actions appropriately
- Organises travel arrangements including flights, accommodation, transfers, health and visa requirements
- Liaises with ITF affiliates, outside organisations and other agencies, and responds to enquiries and directs accordingly
- Organises ITF meetings and events in partnership with identified internal sponsor; including sourcing, negotiating and recommending hotel, venue and event services, within agreed parameters; liaises with internal and external resources as appropriate
- Coordinates participant attendance to ITF meetings and events including any travel and financial arrangements; liaises with ITF affiliates and outside organisations; responds to enquiries and directs accordingly
- Prepares and updates meeting and campaign forecasts against budget; monitors spend; identifies variances and escalates in a timely manner
- Continually updates and maintains accuracy of ITF databases and other tools used to execute delivery
- Runs all meeting and campaign related reports; ensures accessibility in an appropriate and timely manner
- Organises secretariat meetings using telephone/video conferencing equipment as necessary
- Collates information and prepares documentation pertaining to meetings and campaigns; ensures accessibility in an appropriate and timely manner
- Attends meetings to provide onsite support; take minutes to draft action points and reports as required
- Supports the promotion of the ITF through the ITF website and social media channels as determined and within agreed parameters
- Contributes to the change agenda and implements agreed changes in line with the GAT strategy

PERSON SPECIFICATION:

	ESSENTIAL	DESIRABLE
<b>Education level, qualifications or equivalent</b>		
<b>Knowledge, experience and technical skills</b>	<ul style="list-style-type: none"> <li>• Experience of booking travel related services</li> <li>• Experience of meetings organisation</li> <li>• High quality administrative skills</li> <li>• Proven organisational skills</li> <li>• Accuracy and attention to detail</li> <li>• Excellent written and spoken English</li> <li>• Experience writing meeting documents and minutes/reports</li> <li>• Working as part of a team</li> <li>• Flexibility in working as part of a wider team</li> <li>• Ability to problem solve and identify an appropriate course of action</li> <li>• Ability to analyse data /information</li> <li>• Experience in database management</li> <li>• Proficient in using standard office equipment and other relevant software</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of another language</li> <li>• Experience of negotiating with external suppliers</li> </ul>
<b>Personal attributes/skills</b>	<ul style="list-style-type: none"> <li>• Ability to exercise a high level of discretion, judgement and initiative</li> <li>• Maintains confidentiality</li> <li>• Proven ability to communicate effectively</li> <li>• Collegiate</li> <li>• Willingness to learn and be open to new ways of working</li> <li>• Cultural and organisational awareness</li> <li>• Commitment to social justice and trade unions</li> </ul>	
<b>Practical requirements e.g. hours, requirement to travel</b>	<ul style="list-style-type: none"> <li>• Some travel may be required</li> </ul>	