



JOB DESCRIPTION

Job Title	Travel and Events Administrator (Level 1)
Department	Global Administration
Accountable to	Travel and Events Supervisor (Level 2)
Reports to	Travel and Events Supervisor
Direct reports(if any)	None

Main Job Purpose

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

Supports the ongoing development of the global travel and events function within global administration 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
- 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
- Drafts invitations and event correspondence
- 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
- Organises travel arrangements including flights, accommodation, transfers, health and visa requirements
- Prepares and updates meeting and event 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 event related reports; ensures circulation in an appropriate and timely manner
- Provides onsite support for ITF meetings and events
- Contributes to the change agenda and implements agreed changes in line with the GAT strategy



PERSON SPECIFICATION

Please use this section to outline the essential/and or desirable criteria of the role

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