

Title: **Team Co-ordinator (Board Support)**

Reports to: Technical Administration Manager

Based: London

Job Purpose: Provide administrative support to 12 Board Members, support a bi-annual external event, and provide general administrative support to staff.

Principal accountabilities

Individual support to a team of 12 Board Members

- Co-ordinating detailed and frequently changing national and international travel arrangements, including itinerary planning, securing visas and other travel documentation, arranging car/rail/flight/hotel bookings applying IFRS Foundation travel policy
- Gather and maintain whereabouts of all Board Members two months in advance. Ensure information is passed to the relevant departments
- Set up meetings as requested by individual Board Members, and support diary updates and create itineraries as required
- General administrative support, as requested e.g. printing meeting support documentation, correspondence, arranging dinners, maintaining holiday database
- Managing logistics for meetings, conference calls and video conferences

Meeting Support for bi-annual external event

- Assisting the Technical Administration Manager co-ordinate a large external event
- Assisting with the external venue liaison: AV requirements, dinner arrangements etc
- Assisting with the delegate registration process
- Distributing event documentation and event materials (electronically using ShareFile system) and distribute hard copies of meeting papers as necessary
- On-site assistance on the days of the event at the venue
- Maintaining the members database in accordance with GDPR guidelines
- Corresponding with existing members and assisting with new members when re-appointments to the group are made

Other

- Provide backup support to other secretarial and administrative staff as needed to meet meeting and technical deadlines. [Working really well as a team of support staff is important to us.] This will include working closely and covering for other colleagues on their days off.
- Undertake ad hoc projects as and when required

Skills and attributes

- Positive, flexible and proactive approach;
- High degree of integrity and professionalism with the ability to remain composed under pressure;
- Excellent attention to detail;
- Desire to provide support to others;

- Ability to work collaboratively with other teams and respond positively to constructive feedback;
- Excellent organisation skills; ability to effectively plan and manage work, respond to conflicting demands on an urgent and ad-hoc basis and prioritise workload appropriately;
- Excellent communication skills and the ability to work assertively and confidently with colleagues at all levels

Qualifications and experience

- Previous experience in a similar team support role including coordinating and arranging international travel and visa applications.
- Proficiency in Microsoft Office suite.