

ISPAH Secretariat

Job Description

- Provide general administrative support to the ISPAH Board, President and the Executive Committee, including (but not limited to):
 - Support ISPAH Executive Committee meetings (communication logistics, agenda and minutes as requested by the ISPAH President).
 - Support the ISPAH President to prepare an Annual Report for the ISPAH AGM.
 - Undertake other ad hoc administrative tasks as required by the President.
 - Coordinate the President-elect online voting process.
 - Undertake administrative tasks for the Communications committee, where requested.
- Provide administrative support for ISPAH Board meetings, in consultation with the ISPAH President or other delegated persons:
 - Coordinate ISPAH Board meetings communications including sending electronic invitations and reminders to Board members, and relevant IT support.
 - Maintain the Schedule for ISPAH Board meetings extending at least 6 months ahead of time.
 - Preparation of Board agenda (sent a minimum of one week ahead), minutes of previous meeting (sent within one week after Board meeting, and sent again with the agenda for the next meeting) and attachments (as required).
 - During ISPAH Board meetings, record discussions and draft minutes, circulate to ISPAH President (or meeting chair) for approval before circulating as 'draft' to Board members. Finalise and archive copy as required.
- Liaise and support ISPAH Governance lead to maintain records of ISPAH Board membership including and ISPAH correspondence materials, including:
 - Board Members
 - Affiliations
 - Terms of service
 - Phone and skype contacts
 - ISPAH Correspondence
 - ISPAH letterhead

Selection criteria

- Early Career Researcher working in the field of physical activity.
- ISPAH member.
- Ability to attend all monthly ISPAH Board meetings (rotation between 08:00-09:30, 12:00-13:30 and 16:00-17:30 GMT).
- Capacity to commit to up to 8 hours per week to the ISPAH Board.
- Excellent time management, organisational and communication skills.
- Ability to work flexibly and respond to the demands of the role in a timely and efficient manner.
- Proficiency in programmes and applications including OneDrive, MailChimp, Dropbox, Zoom, Outlook.