

## JOB DESCRIPTION

### Team Coordinator

<b>Hours/Term:</b>	Full time (37.5 days a week), Permanent Position (Part time will be considered)
<b>Location:</b>	Cambridge Biomedical Campus/Hybrid working to include days in CGHP office
<b>Reporting to:</b>	CGHP Director
<b>Salary:</b>	£23,000- £25,000 per annum

### A little about us

Cambridge Global Health Partnerships (CGHP) was born out of the belief that health should not be predetermined by where we live. We are a charitable programme based on the Cambridge Biomedical Campus and are a linked charity to ACT (Addenbrooke's Charitable Trust).

Since 2007, we have been strengthening health systems across the world through education, reciprocal learning, and relationship building. CGHP uses a health partnership model - working with hospitals, governments and health organisations in Cambridgeshire and East of England region and in low- and middle- income countries (LMIC) to provide specialist expertise, support shared learning and encourage sustainable change. This is a two-way process involving NHS staff, trainees and students working with LMIC partners using a hybrid working model combining online working and exchange visits.

Our work contributes directly to the achievement of the UN Sustainable Development Goal (SDG) 3 – Ensuring healthy lives and promoting well-being for all at all ages.

CGHP values are **Safe, Effective and Ethical**

### The role and your team

CGHP has a small and passionate team, committed to delivering an increasing positive impact on the communities we serve on the Cambridge Biomedical Campus and across the East of England working with our international partner healthcare institutions. This is a brilliant opportunity to make your contribution to developing and improving healthcare services globally while developing your own skills and knowledge in the charity sector.

The Team Coordinator role is a new role at CGHP recognising the exciting phase of development of the organisation. We're expanding and need day-to-day help with a whole host of activities that will help us continue to have maximum impact and make best use of team time. This job is about supporting the whole organisation working across our programmes, fundraising and communications. You'll be at the heart of CGHP, ensuring our members, partners and supporters receive outstanding support and stewardship. We're committed to creating a friendly, supportive and inclusive environment to get the most from your talent.

The successful candidate will have a fantastic opportunity to engage with all aspects of our work, across the team, at an exciting stage of our growth. This could be the perfect role for someone keen to learn a broad range of skills, or an experienced administrator keen to bring their skills to a new challenge. If you are exceptionally well organised, have great attention to detail, and solid communication skills, think and plan ahead, are self-motivated and able to use your initiative to get things done, you will be an excellent candidate for this role.

## RESPONSIBILITIES

Area	Responsibilities
<b>Administration &amp; Finance</b>	<ul style="list-style-type: none"> <li>✓ First point of contact for all general enquiries</li> <li>✓ Manage organisational calendar, including all meetings.</li> <li>✓ Support the Director with diary management.</li> <li>✓ Support Director to manage calendar of regular CGHP Committee and subgroup meetings, and to prepare and circulate papers and take minutes of meetings.</li> <li>✓ Manage, update, and report accurate CGHP records on the CRM database.</li> <li>✓ Finance administration including processing payments and claims.</li> </ul>
<b>Programme</b>	<ul style="list-style-type: none"> <li>✓ Process member reports, feedback, and questionnaires.</li> <li>✓ Provide coordination of the grant scheme and student bursary scheme, and Committee grants sub-group.</li> <li>✓ Set up and support remote hosting of partnership meetings for virtual training and mentorship activities.</li> <li>✓ Take minutes for remote partnership-wide meetings.</li> </ul>
<b>Fundraising</b>	<ul style="list-style-type: none"> <li>✓ Support the Fundraising Lead to prepare compelling and high-quality funding proposals and reports.</li> <li>✓ Provide support to CGHP members to assist them with their own fundraising events and help them maximise their fundraising.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>✓ Contribute to communications materials and publications including social media.</li> <li>✓ Support designing and purchase of branded promotional and fundraising material.</li> <li>✓ Assist with maintaining the CGHP website.</li> <li>✓ Support the Communications Lead to use web-tools and analytics to evaluate progress in achieving our communications goals.</li> </ul>
<b>Events</b>	<ul style="list-style-type: none"> <li>✓ Lead on planning, logistics and delivery of CGHP events.</li> <li>✓ Support delivery of member and partner stewardship and networking activities.</li> </ul>

*The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility outlined.*

Cambridge Global Health Partnerships and Addenbrooke's Charitable Trust are equal opportunities employers actively working towards a diverse workforce. We therefore positively encourage applications, regardless of age, race, religion & belief, gender, gender reassignment, sexual orientation, marriage & civil partnership, pregnancy & maternity or disability.

<b>Closing date for applications</b>	28 January 2024 We reserve the right to close this vacancy once enough applications have been received or a successful candidate is found.
<b>When will the interview take place?</b>	Interviews will be held in early February.
<b>If I get the job what will I get paid</b>	£23,000 – 25,000 per annum FTE (depending on skills and experience)
<b>When might I start?</b>	Position open from February 2024

**PERSON SPECIFICATION**

<p><b>Essential</b></p>	<ul style="list-style-type: none"> <li>• Commitment to and interest in global health work</li> <li>• Ability and willingness ‘to do’ the essential day to day aspects of the role.</li> <li>• Organised, methodical and thorough, with high attention to detail.</li> <li>• Able to overcome challenges in your day-to-day work and have persistence in getting things completed.</li> <li>• Take initiative to troubleshoot and solve problems wherever possible.</li> <li>• Flexibility and availability to work outside normal working hours at times and to travel when required including outside of UK.</li> <li>• Ability to work as part of a small team, and to support others when necessary.</li> </ul>
<p><b>Desirable</b></p>	<ul style="list-style-type: none"> <li>• Experience of developing and delivering social media and digital comms plans, bringing engaging, dynamic content to a wide audience</li> <li>• Experience of working with and managing volunteers.</li> </ul>
<p><b>Personal Attributes</b></p>	<ul style="list-style-type: none"> <li>• Independent, resilient, and creative.</li> <li>• Attention to detail as well as the ability to see the big picture.</li> <li>• Excellent interpersonal skills.</li> <li>• Imagination, creativity, and an ability to think ‘outside the box’.</li> <li>• Can demonstrate energy, multi-tasking, prioritisation, and the ability to be calm and productive under pressure.</li> <li>• A ‘can-do’ attitude; solutions oriented; want to make a difference.</li> <li>• Enjoyment of being busy – this is not a quiet job!</li> <li>• A sense of humour</li> </ul>

## ADDENBROOKE'S CHARITABLE TRUST

### CURRENT EMPLOYEE BENEFITS

- Pension Scheme
- Group Life Assurance @ 4 x Salary
- Enhanced Maternity and Paternity Pay
- Annual Eye Tests + £65 (towards Computer Use Glasses)
- Leisure Centre on site
- NHS Discount Schemes
- Health Cash Plan - Medicash
- Employee Assistance Programmes
  - Health Assured
  - WeCare
  - Medicash
- 25 days of Annual Leave + Bank Holidays
  - Annual Leave increases by one day each year after 2 years' service up to 29 days
- Your Birthday off
- Cycle 2 Work Scheme