

## THE NUTRITION SOCIETY ROLE SPECIFICATION

<b>Job Title:</b>	International Support Administrator	<b>Job Holder:</b>	
<b>Reports To:</b>	International Support Officer	<b>Location:</b>	Hammersmith
<b>Time Commitment:</b>	5 full-time days per week		

### PURPOSE OF ROLE

To provide administrative and communication support to the Nutrition Society's secretariat department, facilitating the provision of secretariat services to clients including, but not limited to ;

1. The International Union of Nutritional Sciences (IUNS).
2. The Federation of Nutrition Societies (FENS).
3. The Society's All-Party Parliamentary Group for Nutrition Science and Health
4. The Academy for Nutrition Sciences

Additionally may be required to support NS International Affairs' Projects as required and directed.

### KEY ACCOUNTABILITIES

1. 60% of the role will be in support of the work of IUNS, 20% to support FENS and the remainder to support other activities of the Nutrition Society.
2. Performing administrative tasks, and maintaining accurate records in hardcopy and cloud-based computing.
3. Creating basic website and social media content, editing and uploading content as directed.
4. Organising teleconference calls over many international timelines, and comfortably interacting with senior academics, scientists and politicians/policy makers from different nationalities across the world.
5. Assisting with the administrative tasks associated with meetings, taking and preparing minutes of meetings, and arranging travel and accommodation for face-to-face meetings.

### JOB CONTENT

#### **International Union of Nutritional Sciences (IUNS)**

1. Answer queries from IUNS Adhering Bodies and other interested parties.
2. Send email alerts and other correspondence to IUNS Adhering Bodies as instructed.
3. Maintain the IUNS website.

4. Create, design and deliver newsletters monthly and deal with queries relating to this. This includes writing articles for the newsletter at the request of the International Support Officer or IUNS Secretary General.
5. Prepare papers, minutes and any other material required for face-to-face meetings.
6. Prepare and manage an annual administrative timetable for IUNS. Prepare reports for the Secretary General including the collaboration of IUNS with external organisations.
7. Organise teleconferences over multiple time zones.
8. Assist in the management of the preparation of the General Assembly, liaise with local organisers and ensure the smooth running of the IUNS General Assembly, including the organisation and presentation of IUNS awards, the announcement of the host of the next ICN and the voting system of the General Assembly.
9. Liaise with Adhering Bodies regarding the bidding process to host IUNS-ICN.
10. Ensure the submission of IUNS Task Force reports on an annual basis.
11. Update and maintain the IUNS CRM database periodically.
12. Support the development and delivery of communication campaigns and identify opportunities for new campaigns.
13. Support the IUNS Secretariat in creating and launching social media channels.
14. Evaluate and improve social media engagement for IUNS.
15. Collaborate with colleagues to develop and deliver digital content.

#### **Federation of European Nutrition Societies**

16. Answer queries from FENS Member Bodies and other interested parties.
17. Send email alerts and other correspondence to FENS Member Bodies as instructed.
18. Maintain the FENS website.
19. Create, design and deliver newsletters monthly and deal with queries relating to this. This includes writing articles for the newsletter at the request of the International Support Officer or the FENS Board.
20. Prepare papers, minutes and any other material required for face-to-face meetings.
21. Prepare and manage an annual administrative timetable for FENS. Prepare reports for the FENS Board including collaboration of FENS with external organisations.
22. Organise teleconferences over multiple time zones.
23. Assist in the management of the preparation of the General Assembly, liaise with local organisers and ensure the smooth running of the FENS General Assembly, including the organisation and presentation of awards, the announcement of the host of the next FENS Conference and the voting system of the General Assembly.
24. Liaise with FENS members regarding the bidding process to host FENS European Nutrition Conference.
25. Ensure the submission of FENS Working Group reports at the end of term of office.
26. Support the FENS Secretariat in managing social media channels.
27. Evaluate and improve social media engagement for FENS.

## **Nutrition Society**

28. Provide administrative and communication support to the Nutrition Society as and when required, in particular in relation to its All Party Parliamentary Group and the Academy for Nutrition Sciences.
29. Some UK and international travel may be required.

## **SKILLS, KNOWLEDGE & EXPERIENCE**

### **ESSENTIAL**

- 1) A degree in nutrition or a related life science subject.
- 2) Demonstrable strong administrative skills.
- 3) Previous experience of working to deadlines.
- 4) Adaptable and organised with excellent interpersonal skills, tact and diplomacy.
- 5) Ability to work with people at all levels, including colleagues and Senior Academics from different nationalities.
- 6) High I.T competency.
- 7) An ability to manage conflicting priorities and workloads.
- 8) An excellent standard of spoken and written English.

### **DESIRABLE**

- 9) Proficiency in a language other than English.
- 10) Management of website content, or an understanding of how websites operate.
- 11) Project Management skills.
- 12) Previous experience in using databases and content management systems.
- 13) Knowledge and experience in creating scientific communications and social media content.

## **COMPETENCIES**

### **Working with People**

- a) Demonstrates an interest in and understanding of others.
- b) Adapts to the team and builds team spirit.
- c) Recognises and rewards the contribution of others.
- d) Listens, consults others and communicates proactively.
- e) Supports and cares for others.
- f) Develops and openly communicates self-insight such as an awareness of own strengths and weaknesses.

### **Relating and networking**

- a) Establishes good relationships with third parties and staff.
- b) Builds wide and effective networks of contacts inside and outside the organisation.
- c) Relates well to people at all levels.
- d) Manages conflict.

**Planning and organising.**

- a) Sets clearly defined objectives.
- b) Plans activities and projects well in advance and takes account of possible changing circumstances.
- c) Manages time effectively.
- d) Identifies and organises resources needed to accomplish tasks.
- e) Monitors performance against deadlines and milestones.

**Delivering results and meeting customer expectations.**

- a) Focuses on customer needs and satisfaction.
- b) Sets high standards for quality and quantity.
- c) Monitors and maintains quality and productivity.
- d) Works in a systematic, methodical and orderly way.
- e) Consistently achieves project goals.

**Adapting and responding to change.**

- a) Adapts to changing circumstances.
- b) Accepts new ideas and change initiatives.
- c) Adapts interpersonal style to suit different people of situations.
- d) Shows respect and sensitivity towards cultural and religious differences.
- e) Deals with ambiguity, making positive use of opportunities it presents.

**Achieving personal work goals and objectives.**

- a) Accepts and tackles demanding goals with enthusiasm.
  - b) Committed to supporting the Society outside of contracted hours, as necessary.
  - c) Identifies development strategies needed to achieve career goals and makes use of development or training opportunities.
  - d) Seeks progression to roles of increased responsibility and influence.
-

## COMMUNICATION AND WORKING RELATIONSHIPS

1. Colleagues
2. Third Parties
3. Senior Academics
4. Council of IUNS
5. FENS Board
6. Trustees of the Nutrition Society

**Salary Range: £24,000**

**Pension contribution: 10%**

**30 Days paid holiday per year**

**Private Medical Health Insurance**