

Job description

Intern, Uniting to Combat Neglected Tropical Diseases

Job Location: Haywards Heath, UK

Reports to: Events Project Manager

Employment details:

- Employing organisation is Sightsavers
- Fixed term contract until October 2020

Background

Neglected tropical diseases (NTDs) are a mixture of treatable and preventable diseases that continue to affect the world's poorest, most marginalized and most remote communities. They are a consequence and cause of poverty as they thrive where access to clean water, sanitation and healthcare is limited. Their impact on individuals and communities can be devastating. Many cause severe disfigurement and disabilities. They impact on life expectancy, education and economic opportunities of affected individuals and the communities they live in.

In 2014, Sightsavers was awarded a grant by the Bill and Melinda Gates Foundation to host a secretariat for Uniting to Combat NTDs, a coalition of invested and dedicated organisations working to support the achievement of the World Health Organization (WHO) 2020 goals in respect to 10 NTDs. In October 2016, an additional grant was provided to build the communications and advocacy capacity of the secretariat.

2020 is pivotal year in NTDs. WHO and Member States will usher in a new roadmap on neglected tropical diseases to 2030, setting out what is needed to deliver on the Sustainable Development Goals for NTDs. The new roadmap presents an opportunity for countries, donors, partners and the entire NTD community to rally around and commit to the delivery of the new roadmap and the resources needed to make this a success. Working with a new Board and governance groups, the secretariat has major plans to ensure that 2020 is the year of NTDs.

Job Purpose

The job holder(s) will be responsible for providing a range of flexible and multi-disciplinary support services. The intern will support the secretariat team as required on major projects, meetings, events and communications activities.

Principal Accountabilities:

1. Provision of support services to team members and stakeholders across Uniting to Combat NTDs to complete necessary tasks and major projects
2. Administrative and logistical support to a range of virtual and face to face partnership working group meetings
3. Assistance with travel and accommodation booking, for a team of frequent travellers
4. Events support
5. Database management
6. Team finance administration

The principle accountabilities are not meant to be an exhaustive list of tasks. The need for flexibility is required and the job holder is expected to carry out any other related duties that are within the employee's skills and abilities whenever reasonably instructed.

Jobholder entry requirements - the essential knowledge, skills and behaviours required

Knowledge (education and related experience):

- Experience of working across cultures (desirable, not essential)

Skills (special training or competence):

- Strong administration skills
- Excellent customer care skills
- Strong written and verbal communication skills
- Time management skills
- Strong IT skills - Microsoft and google applications
- Ability to support events, meetings and make travel arrangements
- An understanding of and commitment to equality of opportunity for disabled people

Core behaviours:

- Team working
- Planning & organising
- Prioritisation and multi-tasking
- Change & improvement
- Delivery and implementation

Key relationships - internal

- All members of the Uniting Secretariat
- Sightsavers Corporate Services Team

Key relationships - external

- Members of Uniting to Combat NTDs working groups and task teams
- Suppliers
- Contractors