



## **Honorary Secretary to IFSW Europe**

### **Role Description and Person Specification**

#### **Role description**

1. To be available a minimum of 3.5 hrs per week on a regular basis to provide secretariat and administrative support for the weekly activities of IFSW Europe including supporting the President and Executive committee.
2. To manage the IFSW Europe email inbox and other correspondence on a consistent basis, with the support and involvement of the IFSW E President and/or other Executive members.
3. To handle correspondence and queries using professional social work as well as administrative and coordination skills.
4. To set up and run periodic online meetings or events using Zoom and/or Teams or other platforms as needed (training to be provided as needed).
5. To use Teams channels (or other online platforms) to store, share and retrieve documents and collaborate with colleagues (training to be provided as needed).
6. To use other technology/digital solutions as required (training to be provided as needed).
7. To write and disseminate action notes from periodic Executive and other meetings (usually one or two per month).
8. To work with the Executive to organise periodic in-person activities including twice yearly in-person Executive meetings, the annual in-person Europe delegates' meeting (held in different countries each year), occasional in-person professional workshops and presentations, President and Executive travel and accommodation, occasional liaison with colleagues in different European countries hosting IFSW E activities/visits.
9. From time to time, to produce professionally informed reports and summaries on IFSW E matters as requested by the President and Executive.
10. To work closely with the IFSW E Treasurer and the President in managing day to day financial matters.
11. To attend in-person activities of IFSW E in different parts of Europe (usually two or three trips per year) in addition to weekly responsibilities.
12. To meet at least monthly online (or in person where possible) with the IFSW E President for one-to-one support, reflection and task-related discussions.
13. To write occasional short media content for use in IFSW Europe social media, the IFSW global website, press releases and other outlets.

## Person specification

	<b>Required</b>	<b>Desirable</b>
<b>Qualifications</b>	1. To have a professional qualification in social work	A graduate or post-graduate level qualification in social work
<b>Social Work Experience and Knowledge</b>	2. To have experience and knowledge in any field of direct social work practice, recently or in the past	To have experience or knowledge of social work practice in more than one country
	3. To have knowledge of differences and similarities in social work in different European countries	
	4. To have knowledge and confidence to apply social work values and skills in the coordination of activities and policy work with diverse social work colleagues	To have knowledge and experience in coordinating and/or facilitating learning activities for social workers and other professionals
<b>Administrative skills</b>	5. To have skills in writing and disseminating accurate and proportionate written records of meetings and other professional activities.	
	6. To have skills in basic project management and work plan monitoring, including the ability to chase up actions.	Project management training
	7. To have skills in the use of digital and online technologies and the ability to develop further skills with training	
	8. To have skills in the consistent management of a busy email inbox	

	including the ability to answer professional and administrative queries promptly	
	9. To have the skills to organise travel and itineraries for self and others and to liaise with hosts and venues in different countries, as needed.	To have skills and experience in administering events such as larger meetings, workshops and conferences.
<b>Literacy and numeracy</b>	10. To have a high level of written skills in English and the ability to read and use financial/budget information (with the support of the Treasurer and President if needed)	To have professional writing skills up to post-graduate level.
<b>Working internationally</b>	11. To have the skills, attitudes and values to work well with colleagues from diverse countries	To have experience of working or communicating with social workers in different countries
	12. To be motivated to support the building of international cooperation across country boundaries	
<b>Aptitudes</b>	13. To be confident in working with autonomy and knowing when to reach out for support and collaboration when needed	
	14. To be able to build and participate in a virtual team with colleagues within IFSW E	
	15. To be solution focused and willing to help colleagues in resolving issues where appropriate	
	16. To maintain a calm and positive approach when under pressure.	

