We're hiring!

Thanks for your interest in working at THET. This job pack provides you with everything you need to know to apply for this role and what it means to work at THET.

CONVENING AND COMMUNICATIONS COORDINATOR
JOIN OUR TEAM!

**About the Role**

The Convening and Communications Coordinator will help develop and deliver our convening and communications approaches – including strategic communications, convening and advocacy events, and creative resources and brand development.

This exciting role will report to our Communications Manager, work closely with a highly supportive team of colleagues from across THET, both in the UK and overseas, and liaise with diverse external stakeholders across the UK government and global health community.

You’ll excel in written English, have strong storytelling skills, be a consummate planner and have experience in delivering events. A talented self-starter, you’ll be joining a fast-developing External Engagement Team who are dedicated to THET’s mission of ensuring everyone everywhere can access quality healthcare.

**About the Tropical Health and Education Trust (THET)**

Today, one billion people will never see a qualified health worker in their lives.

For over thirty-five years, THET has been working to change this, training health workers to build a world where everyone has access to affordable and quality healthcare. We leverage the expertise and energy of the UK health community, supporting health partnerships between hospitals, colleges, and clinics in the UK and in Low-and-Middle Income Countries, and we advocate with governments and other stakeholders to promote universal health coverage and tackle the global health workforce crisis. THET is an NGO in Official Relations with the World Health Organization and runs the secretariat for the All-Party Parliamentary Group on Global Health.

From reducing maternal deaths in Uganda to improving the quality of hospital care for injured children in Myanmar, we work to strengthen local health systems and build a healthier future for all. In the past ten years alone, THET has reached over 100,000 health workers across 31 countries in Africa, the Middle East and Asia in partnership with over 130 UK institutions.

Find out more at [thet.org](http://thet.org)
The Team

Led by the Head of External Engagement, the eight-person External Engagement Team plays a pivotal role across THET’s work spanning communications, events, advocacy, and digital transformation.
1. Partnering through collaboration
2. Partnering with respect
3. Partnering with integrity
4. Partnering through learning
You will be joining the team, and THET, at a time of very positive growth for the charity as we take on new programmes in partnership with the UK Government, NHS England and other partners. There is, then, the scope for considerable autonomy and ownership of projects.

It is imperative that you are committed to and understand THET’s role at the centre of the Health Partnership community.
**JOB SPECIFICATION**

<table>
<thead>
<tr>
<th>Hours</th>
<th>37.5 hours per week</th>
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<tbody>
<tr>
<td>Reports to</td>
<td>Communications Manager</td>
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<tr>
<td>Location</td>
<td>The role is UK based, suitable for remote working in a virtual environment, with the need for travel in the UK and overseas for team meetings and events, and to visit projects</td>
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<td>Accountability and key relationships</td>
<td>The Convening and Communications Coordinator will work closely with colleagues in all THET teams; with external partners working with THET; with health institutions; and with other key stakeholders such as policymakers and decision-makers.</td>
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<tr>
<td>Salary</td>
<td>£34,449</td>
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<tr>
<td>Length of contract</td>
<td>Permanent</td>
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**KEY COMPETENCIES**

- Communication skills: the ability to speak and write clearly and effectively; listen to others, tailor language, tone, style and format to match the audience; demonstrate openness in sharing information and keeping people informed; analyse complex information, draw out the key points and issues and present these in a way that can be easily understood.
- Ability to work with minimum supervision to identify information and knowledge-sharing opportunities and to engage a wide range of colleagues in realising these opportunities.
- Planning and organising ability to develop clear goals that are consistent with agreed strategies; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.
- Teamwork: Work collaboratively with colleagues to achieve organisational goals; solicits input by genuinely valuing others’ ideas and expertise; is willing to learn from others; builds and sustains relationships with key constituents.
Supporting the delivery of strategic communications:

- Working closely with the Communications Manager to help deliver the global communications function.
- Work proactively with programmes teams, both in the UK and overseas, to identify opportunities for capturing and sharing knowledge and disseminating information about major progress and impact.
- Help manage ongoing reporting of active projects and mapping of communication activities.
- Help build the capacity of THET’s staff to collect communications material for different audiences, including the public, through training, mentoring, and establishing systems.
- Representing THET in external forums to help raise our profile and ensure THET’s voice is heard.
- Support the Communications Manager to work with the team to build effective internal communications.
- Contributing to strategy development.

Supporting the implementation of our expanding events portfolio:

- Working closely with the team, supporting the planning, delivery, and evaluation of our online and in-person events in the UK and globally, and project managing many THET events. This will include scheduling, liaising with health professionals and facilitators, managing the booking process, event administration and stewardship of attendees and ensuring the smooth running of the events, and following up/evaluating post-event.
- Ensure delegate experience and event accessibility are continually improving and adapting to sector trends.
- Working with the Digital Marketing Officer to support the ongoing development of our Pulse community platform and other digital platforms for event management and hosting.
- Working to deliver communications in support to publicise events in the run-up to them and post-event, including seeking media opportunities.
Developing our creative resources and brand:

- Managing THET’s creative resources library (including brand, photos, publications, etc.).
- Helping develop THET’s brand and communications materials, including proofreading, editing, design and dissemination.
- Working with the Communications Manager and Digital Marketing Officer ensuring our social media presence - on Twitter, Facebook, LinkedIn, Instagram and YouTube – is up to date, engaging and aligned with Communications Strategy.
- Working closely with the team, manage and develop THET’s regular communications products - such as our monthly e-bulletin, social media content and annual report.
- Working closely with the team to ensure all materials, including jointly branded ones, comply with our brand guidelines.
- Creating infographics and other visual content for online and print.
- Managing external design, editing, printing and project management for corporate publications.
- Taking a leading role in the marketing, content creation and development of THET’s growing event portfolio.
- Supporting the fundraising outputs, including producing donor communications and the biannual fundraising campaign.

Income generation

- Supporting the delivery of income generation strategy targets associated with the events and communications portfolio (particularly the campaigns).

Team development:

- Contributing to thought leadership across THET through external and internal forums.
ROLE REQUIREMENTS

Essential

- Experience in event management or coordination and communications and/or media work.
- Some experience in global health and/or international development.
- Degree in communications, media, events management, international development, global health or related field.
- Demonstrable experience in developing content that clearly communicates international development ideas and experiences for media, web and print production.
- Excellent writing, copywriting and editing skills and a demonstrated ability to clearly communicate complex information in plain English.
- Demonstrable time-management and organisational skills.
- Competence with office software packages, including PowerPoint, Excel, basic design software and content management systems.

Desirable

- Experience in managing the production of printed materials.
- Competent with using design software packages, including InDesign.
What we offer:

Salary £34,449

- 25 days annual leave plus 3 days of winter closure between Christmas and New Year
- 7 days of volunteering leave per year
- 5% pension contribution when Employee contributes 3%
- Cycle to work scheme
- Child Care voucher scheme
- A friendly, supportive work environment

How to apply:

To apply for this role please send your CV and a cover letter to jobs@thet.org by 14th August.

This post is UK based. Non-EC nationals will require current and valid permission to work in the UK.