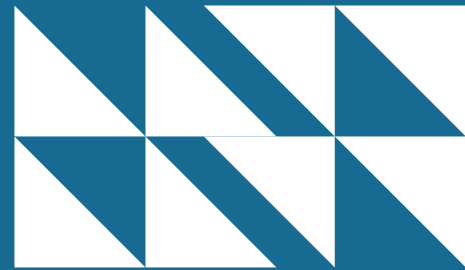


We're hiring!

JOB PACK



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.

POLICY AND EVENTS OFFICER



JOIN OUR TEAM!

About the Tropical Health and Education Trust (THET)

THET is a global health charity working in partnership with governments, health institutions, and international bodies to train health workers and strengthen health systems across 31 countries.

We do this through grants management and capacity building, alongside research, convening and advocacy towards the goal of Universal Health Coverage. At the centre of our approach, is the model of Health Partnerships, long-term relationships between UK and LMIC health institutions, which improve health services through the reciprocal exchange of skills, knowledge, and experience.

At the heart of our work is vision of a world where everyone has access to healthcare.

Find out more at thet.org

OUR VALUES

1



Partnering through collaboration

2



Partnering with respect

3



Partnering with integrity

4



Partnering through learning

WHY THET?

Here are the top three things to be excited about:

- *A flourishing annual events portfolio, with a strong record of strategic partnerships and sponsorships across the global health space.*
- *Playing an integral role in advancing THET's policy and advocacy aims including increasing the UK Overseas Development Aid (ODA) budget commitment and bolstering the global health workforce.*
- *You'll be joining a friendly, dynamic cross-functional External Engagement Team with a strong focus on collaboration and learning.*



JOB SPECIFICATION

Hours	37.5 hours per week
Location	The role is UK based, suitable for remote working in a virtual environment, with the need for occasional travel in the UK and overseas for team meetings and project activities.
Salary	£29,328 gross per annum
Contract duration	Permanent
Accountability and key relationships	You will work closely with colleagues in all THET teams and particularly the External Engagement team, asides the Communications Manager, the Advocacy and APPG Coordinator amongst others. You will also work with external partners working with THET; including health institutions; and liaise with other key stakeholders which will include advocacy and policy targets and allies, such as NHS England, parliamentarians, and UN Agencies.

Join our team!

You will have strong communication skills, be a consummate planner and have experience of delivering events. This is a fantastic opportunity for a professional with academic or practical background in international health or development, with project management skills, and some policy experience. It is ideal for someone who is wanting a varied and interesting role, to build their career in international health and development and working with stakeholders across the globe.



KEY RESPONSIBILITIES

Thet's Conferences

- Project manage THET's Conferences, coordinating conference planning and delivery across THET and with external partners as required.
- Oversee delegate experience at Conferences.
- Support with fundraising for Conferences alongside THET's business development team, contributing to sponsorship models and materials, and supporting outreach with potential donors as required.

Event planning and support

- Support the planning, delivery, and evaluation of our online and in-person events in the UK and globally, which can include events in UK parliament, in-country programme launches and webinars. This may include providing contributions to design and conceptualisation and development of events.
- It will include project managing events and will include scheduling, liaising with health professionals and facilitators, managing the booking process, event administration and stewardship of attendees, ensuring smooth running of the events, and following up/evaluating post-event, and ensuring delegate experience and event accessibility is continually improving and adapting with sector trends.

Policy support and engagement

- Work with colleagues to gather and undertake research for briefings and proactive policy initiatives on key issues and subject areas such as on legislation, and political context, and prepare and contribute to submissions and background papers, briefings, reports and other materials in line with strategic objectives.
- Horizon scan and report on policy developments and opportunities including to inform the EET and wider staff members.
- Contribute towards the advocacy goals of the programme through supporting the dissemination of policy reports and supporting development of stakeholder networks and advocates.



KEY RESPONSIBILITIES

- Participation in networking and events including with global health networks and health partnerships, and advocacy targets such as parliamentarians, UN agencies, and others, and supporting influencing by engaging in policy dialogues in UK and overseas.
- Support those working on advocacy and policy in the team by supporting documenting activities and impact.



ROLE REQUIREMENTS

Person specification	Essential	Desirable
Qualifications	A bachelor's degree in a relevant discipline (e.g. international health or development) or equivalent relevant experience	
Experience	<ul style="list-style-type: none">• Experience in managing events within the UK and internationally focused• Experience of managing relationships with external service providers and stakeholders• Experience of undertaking research or policy analysis• Experience of working in the International Development/ Charity sector, or alternatively the public sector on the likes of health/ development.	
Knowledge	<ul style="list-style-type: none">• Understanding of UK and international policy within the overseas development/ health sphere	<ul style="list-style-type: none">• Practical knowledge from undertaking policy analysis or policy-setting on health or development in either government/ charity setting



ROLE REQUIREMENTS

Person specification	Essential	Desirable
Skills	<ul style="list-style-type: none">• Flexible and willing to undertake a various range of tasks and work efficiently under pressure• Strong networking skills• Ability to work on own initiative• IT literate and proficient in Word, Excel, Outlook and PowerPoint and experience of working with databases• Excellent organisational skills and attention to detail• Excellent communication skills (verbal and written English)• Ability to analyse complex information and distil key points	<ul style="list-style-type: none">••
Values	<ul style="list-style-type: none">• Strong commitment to THET's cause and values.• Clear and accurate written and verbal communication skills with an ability to work with staff at all levels• Highly motivated self-starter who uses time efficiently• Willing to learn from others and solicit needed information from team colleagues• Intercultural sensitivity and awareness	



WHAT WE OFFER

£29,328 gross per annum

- Flexible working hours
- Hybrid working arrangements, with access to a coworking space in Liverpool Street
- Enhanced Maternity and Paternity leave benefits
- Confidential Employee Assistance Programme
- 25 days annual leave plus three days off between Christmas and New Year
- Annual learning & development allowance
- 5% employer pension contribution when an employee contributes 3%.
- Cycle to work scheme
- A friendly, supportive work environment.

How to apply:

If this appeals to you, then we'd love you to apply by sending your CV and a cover letter to jobs@thet.org with Policy & Events Officer in the subject line by midnight on **20th March 2024**.

If you have any questions or would like an informal chat about the role, please get in touch with Zoe Gray, Head of External Engagement by emailing jobs@thet.org. This post is UK based. Non-EC nationals will require current and valid permission to work in the UK.