

Job Description

Job title	Global Engagement Officer
Reports to	Head of Global Engagement
Grade	3
Directorate	Education, Insight and Global Engagement
Term	Permanent, full time

Job Purpose

- To work with the Head of Global Engagement on the implementation of the International Strategy for UKAD
- To work with the Global Engagement Manager on the implementation of the Stakeholder Engagement Plan and support the Athlete Commission secretariat

Key Result Areas

International

- To co-ordinate activity in relation to international consultancy projects including meetings, briefings and regular updates
- Ensure that risk assessments are undertaken (using guidance from appropriate sources such as FCDO), for staff and workers travelling abroad on behalf of UKAD
- To research potential international collaboration and sources of funding
- To draft country or area specific work plans and consultancy projects developed as part of the International Strategy
- To contribute to UKAD business activity reporting by providing quarterly statistics of global engagement
- Maintain cross team working files related to International and Stakeholder matters and distribute papers as required including those related to Ad Hoc European Committee for the World Anti-Doping Agency (CAHAMA), Council of Europe Monitoring Group (T-DO), Institute for National Anti-Doping Organisations (INADO),

International Anti-Doping Arrangement (IADA) and other related international fora and meetings

- To draft and coordinate candidate applications for international committees and expert groups
- To provide administrative support for UKAD global stakeholder events, including for staff attending the WADA Symposium, INADO AGM and Workshop and other international fora

Stakeholder Communications

- Provide support to ensure that the Stakeholder Engagement Plan is delivered according to business requirements and other tasks such as consultations are conducted appropriately and accurately documented
- To assist the Global Engagement Manager in arranging stakeholder meetings, and compiling appropriate briefing documents to support the Chair, Chief Executive, senior staff, and Board Members as appropriate
- To maintain records in the Stakeholder Relations Management (SRM/CRM) system, including updating relevant content, recording external campaigns and maintaining stakeholder feedback and intelligence
- To provide administrative support for the production of the bi-monthly e-newsletter, the dissemination of the Annual Report, and other relevant appropriate corporate materials
- Ad hoc tasks relating to the remit of Global Engagement and from time to time, cross-team administrative support.

Key Internal and External Contacts

- UK Anti-Doping colleagues
- National Anti-Doping Organisations (NADOs)
- International Anti-Doping Bodies (WADA, CAHAMA, iNADO, Council of Europe, UNESCO)
- Domestic Sports Bodies (UK Sport, Home Country Sports Councils, BOA, BPA, NGBs, BAC, CGAs)
- Personnel from government departments e.g. DCMS, FCDO
- External suppliers

Person Specification

Qualifications/experience/knowledge

- A-level or equivalent qualification
- Highly IT literate
- Ability to use and extract data from a Stakeholder Relationship Management System (CRM system)
- Experience of working in an international environment, or in stakeholder relations or government related department
- Experience of preparing documentation and coordinating the appropriate administration related to meetings and conferences
- Experience of managing and working to administrative processes and procedures in a fast paced, high-profile environment

Essential Skills

- Strong organisational skills and the ability to meet deadlines
- Strong communication skills, excellent writing and spelling with attention to detail, clearly conveying information and ideas through a variety of media to individuals or groups in a manner that engages the audience and helps them understand and retain the message
- Originating action to improve existing conditions and processes; using appropriate methods to identify opportunities, implement solutions, and measure impact
- Maintain high standards of performance for self and others; assuming responsibility and accountability for successfully completing assignments or tasks; self-imposing standards of excellence rather than having standards imposed
- Establishing courses of action for self and others to ensure that work is completed efficiently
- Taking prompt action to accomplish objectives; acting to achieve goals beyond what is required; being proactive
- Knows and understands the mission and UKAD values, Integrity, Passion, Collaboration and Excellence; operates daily within the values; understands and can explain how their role contributes to the purpose; gives input to discussion and feedback within the values

Desirable Skills

- An understanding of the UK sport infrastructure
- Working knowledge of an additional language would be an advantage
- Demonstrable experience of handling confidential and sensitive information

Additional information

Working hours are 36 hours a week although flexibility is required in order to ensure core objectives are achieved. Some out-of-hours work, particularly weekend work, conference calls with international colleagues outside of core work hours, and occasional travel, will be required.

This job specification should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of the organisation.