



Secretariat Coordinator Job Description

Employment:	Contract – consultant position
Contract:	Remote, 0.8 FTE (4 days/30 hours per week)
Duration:	2 years from June 2026
Compensation:	up to €30,000 per annum
Reports to:	Head of Secretariat

Role overview

The Secretariat Coordinator provides day-to-day administrative support to the ISPO Secretariat, helping to ensure the smooth running of meetings, committees, record administration, routine member administration, and financial processes. The role contributes to enabling ISPO's global work by ensuring professional coordination, organisation, and operational consistency across the Secretariat.

Key responsibilities

Secretariat and administrative support

- Provide day-to-day administrative support to the Secretariat team.
- Monitor shared inboxes and respond to routine queries in a timely and professional manner, escalating where appropriate.
- Draft routine correspondence, reminders, confirmations, and follow-up emails.
- Maintain trackers, workplans, contact lists, and other administrative records.
- Support with general coordination and follow-up across Secretariat activity.

Meetings and committee coordination

- Coordinate the scheduling and logistics of Board, committee, special interest group, and other meetings as assigned.
- Prepare and circulate agendas, meeting papers, calendar invitations, and supporting documents using agreed templates.
- Attend meetings as required to take minutes, record decisions, and maintain action logs.
- Follow up on agreed actions and deadlines with colleagues, committee members, and other stakeholders.
- Maintain forward planners and recurring meeting calendars.

Records and document management

- Organise and maintain digital filing systems and document libraries.
- Ensure meeting papers, minutes, decisions, contracts, and key records are stored accurately and consistently in line with agreed systems.
- Support version control and document management across ISPO materials.
- Help maintain templates, standard operating procedures, and guidance notes.

Member and stakeholder administration

- Provide first-line administrative support to Board members, National Member Societies, members, committees, special interest groups and other stakeholders.
- Handle routine enquiries and direct more complex issues to the appropriate colleague.
- Support the administration of membership and stakeholder processes as assigned.
- Maintain accurate contact and distribution records.

Finance administration support

- Support routine financial administration, including processing invoices and expenses in line with agreed procedures.
- Maintain invoice, payment, budget, and reconciliation trackers.
- Liaise with colleagues, consultants, and external service providers to ensure records are complete and up to date.
- Assist with the collation of routine monthly financial documentation and carry out basic reconciliations and record checks as directed.

General organisational support

- Provide administrative support for governance-related events, projects, and cross-team activities as required.
- Support routine logistics, timelines, participant lists, and follow-up actions.
- Undertake other duties required to support the smooth operation of the Secretariat.
- Occasional travel required (e.g. World Congress, Board meetings).

Secretariat Coordinator Person Specification

Essential

- Experience in an administrative, coordinator, or support role.
- Experience coordinating meetings, calendars, agendas, papers, and follow-up.
- Experience taking minutes and maintaining action trackers.
- Strong organisational skills and attention to detail.
- Ability to manage competing priorities and consistently meet deadlines.
- Clear and professional written and verbal communication skills in English.
- Experience handling email correspondence and stakeholder queries.
- Experience supporting routine finance administration, such as invoices, expenses, payments, or reconciliations.
- Good working knowledge of Microsoft 365 or Google Workspace, including Word, Excel, Outlook, and shared document systems.
- Ability to handle confidential information with discretion.
- A practical, proactive, and service-oriented approach.

Desirable

- Experience in a membership body, charity, NGO, professional association, or international organisation.
- Experience supporting committees, boards, or governance-related processes.
- Experience working with remote teams across different countries or time zones.
- Familiarity with finance software such as QuickBooks.
- Familiarity with CRM, database, or membership systems.
- Interest in rehabilitation, global health, disability inclusion, or the non-profit sector.
- French or Spanish language skills may be an advantage, but are not required.