



Job advert: Secretariat Coordinator

Deadline: Tuesday 28 April 2026

Consultant contract, 0.8 FTE, 2 years.

Compensation: up to €30,000 per annum

ISPO is seeking a highly organised and proactive Secretariat Coordinator to support the smooth running of the organisation's day-to-day operations. The role contributes to enabling ISPO's global work by ensuring professional coordination, organisation, and operational consistency across the Secretariat.

This is an ideal role for someone with strong organisational skills who enjoys keeping processes on track, supporting meetings and committees, maintaining accurate records, and helping colleagues stay organised. The role will also provide routine support to financial processes, including expense administration, payment tracking, and document collation.

The postholder will work closely with the Head of Secretariat and wider team to support meetings, committees, correspondence, records management, stakeholder administration, and general Secretariat coordination.

We are looking for someone who is:

- highly organised and detail-oriented
- confident in coordinating meetings and following up
- comfortable managing correspondence and administrative processes
- able to support finance administration accurately and reliably
- professional, responsive, and discreet.

Experience in an association, charity, NGO, or other member-based organisation would be an advantage. ISPO is committed to diversity, equity, and inclusion and welcomes applications from candidates of all backgrounds.

The role is a 2-year consultancy contract. The all-inclusive compensation is up to €30,000 for 0.8 FTE (4 days per week). The consultant will be responsible for any declarations of income, and tax and pension liabilities.

To apply, please send your CV and cover letter to ispo@isopint.org by Tuesday 28 April 2026 with the subject line "Secretariat Coordinator Application". Interviews will take place in May 2026.