

Administration and Member Services Coordinator (Freelance)

WorldSkills Europe is a not-for-profit organisation whose main aims are to promote excellence in the field of skills, through hosting the biennial EuroSkills competition to enhance the status and attractiveness of vocational education and training, particularly among young people and their parents.

Overview of role

WorldSkills Europe is looking for a motivated, passionate, and hard-working coordinator to support its team. The coordinator position will be responsible for the full range of administrative tasks of the WorldSkills Europe organisation as well as acting as first point of contact for member organisations. This position will also support the training of new delegates for the organisation.

The right candidate will ideally be based in Europe, be comfortable working with a small remote team through an ability to effectively interact with staff at all levels from across the organisation - while remaining flexible, analytical, proactive, resourceful, and efficient.

Note that this is an independent contractor position.

Key responsibilities

The purpose of the administration and members services role is to provide efficient administrative support to the existing team:

General administration:

- Organize international seminars and workshops;
- Update and maintain program calendars and track deadlines;
- Make arrangements (travel, accommodation and other) for Board and team meetings, prepare agendas, take minutes, and track action items;
- Assist in preparing agreements, manage paperwork, and track progress against agreed milestones;
- Undertake other administrative, research and campaign support tasks as required;
- Support planning processes, implement project debriefs and coordinate calendars;
- Maintain and improve team efficiency and coordination;
- Handle appropriate written and verbal correspondence with diverse stakeholders;
- Participate in strategy, planning and review meetings,
- Represent WorldSkills Europe in meetings;
- Write content for reports, case studies and other purposes as appropriate;
- Provide operational support to the Host of EuroSkills competitions when preparing the event;
- Handle the Member Support desk during EuroSkills competitions;
- Prepare and implement the training of new delegates.

Skills, knowledge and experience

- At least 2 years' experience in administration and management;
- Knowledge of and interest in the vocational education sector;
- Knowledge of and previous involvement in WorldSkills Competitions and related activities a must;

- Excellent written and verbal communication skills in English (additional languages an advantage), including an ability to summarize complex information and present it in a simplified, accurate format;
- Demonstrated ability to work effectively with diverse community groups from non-English speaking countries;
- Strong organisational, time management and project management skills;
- Ability to manage up and manage across, and ability to work with staff at all levels (experience working with teams remotely is preferred);
- Self-starter, ability to use initiative and provide proactive support to a team;
- Great organisational and interpersonal skills;
- Enthusiastic team-player with a friendly and professional personality;
- Flexibility with working hours;
- Experience organising and working for a highly motivated and technically proficient team;
- PC Applications: use of Word, Excel and PowerPoint and electronic diary and mailing systems.

Benefits

You will be able to work from home. Freelance working arrangements, but the ideal candidate must be available to work a minimum of 3 days/week (you can work around your availability). Daily rate is commensurate with experience.

Please note that frequent international travel will be required in this position.

The starting date is flexible and will be agreed with the successful candidate.

Deadline for applications: 27 October 2023

If you would like to apply for this position, please send your CV and a cover letter to:
laurence.gates@worldskillseurope.org, with copy to: zsofia.csiszar@worldskillseurope.org

Applications without covering letters will not be considered.

Interviews will take place online from 13 to 16 November 2023.