

IASP Membership and Events (Congress) Assistant

The International Association for Suicide Prevention (IASP) is a non-government organisation (NGO) dedicated to the prevention of suicidal behaviour. IASP provides a global forum for academics, mental health professionals, crisis workers, volunteers and suicide survivors. IASP is organised through a Central Administration Office (CAO) currently comprising of ten part-time workers located in their home country, all working remotely.

To support our team, we are seeking to expand our team with a Membership and Events Assistant, with a specific focus on events (conferences), and we invite you to apply.

Background:

Established in 1960, the International Association for Suicide Prevention (IASP) leads the global effort in suicide prevention having developed an effective forum that is proactive in creating strong collaborative partnerships and promoting evidence-based action in order to reduce the incidence of suicide and suicidal behaviour (www.iasp.info). As a membership organisation with a global network of National Representatives in 67 countries and also 17 topic related “Special Interest Groups” addressing key aspects of suicide and suicide prevention, IASP’s engaged and active network encompasses the best research and practice in suicide prevention.

IASP seeks a part-time (60%) assistant to support IASP’s Head of Membership and Events in developing and implementing the facilitation of knowledge exchange in respect of suicide prevention worldwide, in line with IASP’s strategy and in service to IASP’s international membership.

Purpose:

To provide operational assistance in the delivery of IASP’s membership and events programmes.

Responsible to:

IASP’s Head of Membership and Events

Support to:

IASP Executive Director and members of the CAO Team

Duties and Responsibilities

1. To assist in the preparation and implementation of IASP congresses and events
 - Assisting in liaising with key groups, representatives, sponsors and stakeholders.
 - Drafting relevant communications and assisting with enquiries.
 - Maintaining diaries and project timelines
 - Maintaining an accurate database
 - Assisting with financial administration
 - Updating webpages and liaising with the communications team.
 - Organising online events (webinars and other meetings).

2. To assist in promoting/supporting/serving the international membership of IASP
 - Assisting in the recruitment and maintenance of IASP's membership
 - Drafting relevant communications and responding to enquiries.
 - Providing support in the administration of IASP's constitutional duties.
3. General
 - Providing administrative support to IASP's Head of Membership and Events.
 - Other duties that may arise from time to time and as may be assigned.
 - Working in collaboration with other CAO team members to meet deliverables.

Person Specification Knowledge

- Mental Health sector
- NGO sector
- International and cultural awareness

Skills and Experience

- Experience in event organisation
- Experience building, partnering and maintaining strong and sustained relationships.
- Experience in delivering projects to a diverse membership
- University degree in event management, marketing, or comparable field, preferable.
- IT literate, excellent technical skills (MS office, databases, social media)
- Excellent communications and English, both oral and written.
- Experience in website CMS and social media platforms.
- A sense for engagement and creativity is an advantage

Attitudes

- Highly organised
- High degree of discretion and integrity
- Good verbal and written presentation
- Team Player

Requirement

- 3 days a week equivalent position.
- Work times based around Australian working hours preferable.
- Working in a remote office environment (institute/home/place with internet)
- Willingness to work flexibly outside of normal working hours and travel internationally, when required.

Please send a covering letter and CV via email to admin@iasp.info.

Important note: as a non-profit organization we will not be able to reimburse any costs related to your application. By submitting your application, you agree that your personal data provided in the context of the application will be processed solely for the purpose of the application.

Closing Date: 10 January 2022