

IASP Operations Coordinator

The International Association for Suicide Prevention (IASP) is a non-government organisation (NGO) dedicated to the prevention 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 an Operations Coordinator 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%) Operations Coordinator to coordinate and implement its global strategy and operational plans. The successful candidate will assist the Executive Director in developing and implementing strategy as defined by the Executive Committees.

Purpose:

To provide coordination in the delivery of IASP’s operations programme.

Responsible to:

IASP Executive Director (ED)

Support to:

IASP Executive Committee and members of the CAO Team

Duties and Responsibilities

- Assist with the Implementation of IASP’s strategy the development of core programs that are aligned within IASP’s mission.
- Establish programmatic goals, track results against these goals and ensure that programs are structured to encourage equity and inclusion.
- Participate in the budget development process and maintain a high level of fiscal responsibility.
- Drive critical thinking, self-reflection, and innovation;
- Other duties that may arise from time to time and as may be assigned to this position.

- Work in collaboration with other CAO team members to meet programmatic deliverables.

Person Specification Knowledge

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

Skills and Experience

- Experience in a project development in an international context
- Experience building, partnering and maintaining strong and sustained relationships.
- Understanding and experience in community-led approaches
- Understanding or experience of mental health research
- Bachelor's or Master's degree in business, marketing, or comparable field.
- IT literate, excellent technical skills (MS office, databases, social media)
- Excellent English in speaking and writing. Effective communicator with excellent presentation, written and verbal communication skills.
- Ability to communicate cross culturally and on relevant scientific subject matter.
- Excellence in working effectively both with diverse groups and independently; demonstrated initiative and creativity in problem-solving.

Attitudes

- Highly organised
- High degree of discretion and integrity
- Good verbal and written presentation
- Team Player
- A continuous learning orientation (as demonstrated through professional development experiences).
- A self-starter who thrives in a fast-paced, constantly evolving environment.

Requirement

- 3 days a week equivalent position.
- Work times based around European working hours.
- Working in a remote office environment (institute/home/place with internet).

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