

Job Specification

Technical Committee Manager

Contract: Permanent (six month probationary period)

Reports to: Director of Member Services

Hours: 35 hours per week – flexitime (by agreement)

Holidays: 23 days per annum

Job Summary

Working within the FISITA Member Services team, sustain and develop activities in-line with annual business plans and aspirations of the Technical Committee, Congress Board and Industry Committee.

Work with and support colleagues within the Member Services team to deliver a first-class service to all members.

Key Responsibilities

- Provide administrative support and project coordination to the international FISITA Technical Committee. Manage the work of the group and develop opportunities to add to the FISITA technical agenda
- Provide administrative support to the FISITA Congress Board. Coordinate the work of the group for consistent delivery and continuous development of the FISITA Congress
- Provide administrative support to the Industry Committee under CEO direction, and work directly with the VP Industry to support this influential, international group and its agenda of work
- Lead the administration for the creation of FISITA White Papers in collaboration with the relevant FISITA Committee/Group, ensuring collation of materials, frequent reporting, alignment, design and distribution
- Develop the prominence, discoverability and status of FISITA technical papers. Create plans to establish an international prominence and improved academic relevance for the technical papers generated through FISITA events
- Develop the attractiveness and demand for 'Endorsed by FISITA', a seal of approval created to acknowledge the highest quality, international technical events and conferences
- Lead the search for presenters for the FISITA Technical Webinars and work with the Communications team to organise, promote, execute, analyse and report on each event

Personal Specification

Essential

- Positive and flexible attitude to work, particularly new initiatives
- Exceptional organisational skills, accuracy and attention to detail
- Proficient in MS Office products including, Word, Excel and PowerPoint
- Experience and working knowledge of membership organisations and committees
- Excellent interpersonal and influencing skills including experience in providing direct support to senior management.
- Experience of Project Management, Event Support and Research & Development
- The ability to represent FISITA effectively and professionally. Producing clear and effective communications appropriate to the audience, utilising the most appropriate channel and in keeping with brand guidelines
- Proactive, self-motivated and self-policing team player. The ability to accept responsibility for own area of work, identifying critical elements and working in a solution focused way to achieve
- Willingness to contribute with a strong team ethic
- The ability to work effectively with volunteers and supporters to deliver business goals
- Proven track record co-working across an organisation
- Ability to use a range of appropriate numerical and graphical skills in combination to measure progress and achieve goals/targets
- General knowledge of the automotive mobility industry
- Willingness to travel internationally

Desirable

- Experience of working in the not-for-profit sector, preferably a technical association or learned society
- Experience of working in an international organisation
- Second language