



**isirv**  
International Society for  
Influenza and other  
Respiratory Virus Diseases

## Strategy Development and Partnerships Manager

### Job Specification

#### Purposes

To facilitate the strategic development of isirv, including rationalisation of group structure and activities, building relationships with external agencies and gaining support for isirv's educational activities, scientific meetings and core needs.

To provide governance support to the Board, Officers, committees and groups of isirv.

#### Main Tasks

- A. Develop and maintain strategic relationships with other organisations having aims related to those of isirv, including both non-governmental and intergovernmental agencies.
- B. Build relationships with companies and funding agencies for support of isirv's educational programmes, scientific meetings and conferences, and core needs.
- C. Assist in the development of existing and potential Special Interest Groups (SIGs) and create an integrated structure within isirv for them and their activities.
- D. In collaboration with the Editor-in-Chief, manage isirv's business relationship with Wiley, publisher of the isirv journal *Influenza and other Respiratory Virus Diseases (IRV)*.
- E. Manage the public relations, branding and image of isirv.
- F. Act as Board Secretary, preparing agendas, minutes, and background papers for the Board, AGM, and Officer and Finance Meetings (OFM). Manage the annual Board elections. Advise on good governance and compliance with isirv's statutory documents and formal policies adopted over the years which include Relations with Commercial Partners, Arrangements for Elections, and Rules for SIGs.

#### Reporting relationships

This is a senior position reporting to the Chair of isirv and working directly with other isirv Officers and Group Chairs on specific issues.

The post-holder will work collaboratively with the Business and Operations Manager to deliver the strategic plans of the Board.

## **Time Required**

The time required will be variable throughout the year, with significant peaks and troughs. As a new role, the number of days required cannot be guaranteed but is estimated to be in the range of 50 - 75 days per year, and will be reviewed after 9 months.

## **Remuneration and Employment Status**

The appointment will be offered on a consultancy, self-employed basis, with a level of remuneration, depending on experience, within the range £200-300 per day.

## **Experience and Qualifications**

### *Essential:*

- Ability to identify and develop opportunities in line with isirv's charitable objectives.
- Experience of high-level administration and familiarity with the world of not-for-profit / charity organisations.
- International experience.
- Excellent communication skills at senior level and experience of building relationships between organisations.
- Ability to work flexibly and remotely.
- Good organisational and planning skills.
- Fluency in spoken and written English.

### *Desirable:*

- Senior management experience, particularly in the running of small associations
- Appreciation of scientific and medical research
- Familiarity with advocacy and policy work on health issues
- Knowledge of the legal and regulatory world of British charities
- Experience of interacting with international governmental and non-governmental organisations.
- Experience of fundraising, especially for international conferences

## **Base and Travel**

The post-holder will work from home and so could be based almost anywhere in the World; although the present centre of activity is London, United Kingdom.

Most Society organisational meetings (Board, etc) take place by conference call.

S/he will need to be willing to undertake some international travel.

## **How to apply**

To apply, please send your CV, including contact details for two referees, and a covering letter explaining how your background fits the requirements detailed in the Job Specification, to paulsommerfeld@isirv.org.

## **Deadline**

**10.00 am United Kingdom winter time on Monday, 20<sup>th</sup> February 2017**