

# Assistant to the Director of Inclusive Eye Health Recruitment Pack



Recruitment Pack

## **CBM UK**

Too many people face poverty, stigma and isolation, denied the chance to go to school or earn a living, just because they have a disability. And every day people lose the ability to see, hear or walk because of conditions that could easily be treated or prevented.

Driven by Christian values, CBM works in the world's poorest places to reach those whom others leave behind. Working in partnership with Governments and local partners, we create long-term positive change: treating and preventing conditions that can lead to disability and supporting people with disabilities to access education and healthcare, earn a living and be included in their communities.

### **Our Vision**

An inclusive world in which all people with disabilities enjoy their human rights and achieve their full potential.

### **Our Mission**

To transform the lives of disabled people in the world's poorest communities. Driven by Christian values, we work with disabled people to break down barriers by delivering practical support, improving policy and practice and inspiring the people of the UK to act.

### **Our Values**

- Challenging injustice
- Making every action count
- Embracing partnership
- Living with integrity

## **The Role**

**Based:** Oakington, near Cambridge (moving to a central Cambridge office mid 2019)

**Starting salary:** Salary Band 3, £27,873 (with possible annual increment rises)

**Reports to:** International Director of Eye Health

**Direct reports:** None although may involve management of volunteers

**Hours:** 37.5 hours per week

### **Purpose**

To support the implementation of CBM's 5-year Inclusive Eye Health Initiative 2017-2021 through the provision of secretarial support to the International Director of Eye Health in particular and administrative support to the CBM Inclusive Eye Health (IEH) Team in general.

The Assistant to the International Director of Eye Health will be responsible for communication, administrative and logistical tasks in a well-organized and timely manner. This includes making travel and meeting arrangements, preparing minutes and support the development of documents and proposals.

The post is open to applicants looking for both an assistant's role, and those wishing to advance their knowledge and career within the development sector.

### **Key criteria for success**

The Assistant to the International Director of Eye Health will:

- a. Manage diary and schedule meetings and appointments
- b. Plan meetings
- c. Take dictation and minutes
- d. Make travel arrangements
- e. Produce presentations
- f. Assist in the preparation of regularly scheduled reports
- g. Manage schedules and deadlines
- h. Submit and reconcile expense reports
- i. Provide general support to visitors
- j. Source office supplies
- k. Support the development of Inclusive Eye Health project proposals
- l. Support the recording of best practice in eye health programmes
- m. Ensure operations adhere to policies and regulations
- n. Support the coordination of the Technical Leadership Team (Core Advisory Team) in Eye Health
- o. Monitor policies, trends, data & research in eye health.

## **Key responsibilities**

The Assistant to the International Director of Eye Health is a key role, ensuring support for the delivery of quality inclusive eye health programmes for CBM International.

- a. Assist the International Director of Eye Health in his day-to-day activities.
- b. Provide logistical support to the International Director of Eye Health and the wider CBM Inclusive Eye Health (IEH) Team.
- c. Organise CBM events such as meetings, residential training courses and international workshops
- d. Carry out country visits when required
- e. Research eye care and country related information and create a filing system to support the development of Inclusive Eye Health project proposals
- f. Use CBM internal systems including Nav and Sharepoint to support the management of projects.
- g. Plan and coordinate administrative procedures and systems and devise ways to streamline processes
- h. Develop and maintain excellent working relations with CBM staff and partners

## Person Specification

<b>Experience and Knowledge</b>	<b>Essential/ Desirable</b>
Proven experience of handling requests from multi-disciplinary areas	Essential
Excellent time management skills and the ability to prioritize work	Essential
Excellent written and verbal communication skills	Essential
Experience of working at a distance from some members of the team and of developing and maintaining distance-working relationships.	Essential
Ability and willingness to undertake overseas travel	Essential
Experience in working in a multicultural environment	Desirable
Experience of working in or with the global South	Desirable
Experience of working in the disability field	Desirable
Fluency in written and spoken French	Desirable
<b>Skills/competencies/personal qualities</b>	
Demonstrable interpersonal skills that build consensus and partnership working	Essential
Effective use of IT including excel, word, PowerPoint and databases	Essential
Commitment to CBM's mission and values. Sensitivity to working within a Christian framework and its various expressions across cultures	Essential
Understanding of project cycle management	Desirable
Understanding of international eye health, NTD and disability discourse and priorities	Desirable
<b>Qualifications, training, and education</b>	
Educated to degree level or above	Essential

## Employee Benefits

- All full-time employees are entitled to 25 days holiday per year in addition to UK public holidays
- CBM places an emphasis on professional development and training for its employees in order to enable them to fulfil their roles. We support employees in their desire to further their qualifications and careers, including offering opportunities to undertake study for relevant qualifications
- Salaries are regularly reviewed to attract, develop, motivate and retain the appropriate calibre of employees
- We offer family-friendly benefits for staff members with a young family to look after – flexible working, homeworking, maternity/paternity/adoption and parental leave policy
- CBM UK offers a competitive pension scheme. Subject to you making a minimum pension contribution of 5%, CBM UK will make a payment of 7% of annual salary towards the organisation's pension scheme
- Group Life Assurance Scheme
- As part of its commitment to its work with disabled people, CBM UK is a Disability Confident Employer (formerly the "two ticks" scheme) and aims to help successfully employ and retain disabled people and those with health conditions. We have a comprehensive equality and diversity policy
- CBM UK offers a free Lifestyle Counselling Helpline & Online Support Service for counselling and support
- Bike to work scheme
- Season Ticket loan
- Free tea/coffee facilities, with weekly fruit bowl.

## Useful Information

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### Shortlisting and Interviews

CBM UK is an equal opportunities employer and we are committed to ensuring all applications are treated fairly.

All applications are subject to our shortlisting process; if you are shortlisted we will contact you and invite you to attend an interview. You will also be advised at this point if there will be any skills tasks to complete as part of the recruitment process.

### Diversity Policy Statement

Everyone has the right to be treated with consideration and respect. CBM UK is committed to achieving a truly inclusive environment for all, by developing better working relationships that release the full potential, creativity and productivity of each individual. CBM UK aims to ensure that all staff, volunteers, donors, partners, contractors, and the general public are treated fairly. This will be regardless of sex, sexual orientation, gender re-assignment, marital or civil partnership status, race (including colour, nationality, ethnicity, or national origin), disability, medical status, age, religion or belief, political opinion, social or economic status, or ex-offender status.

### Use of Curriculum Vitae (CVs)

Our policy is to recruit and employ our employees on the basis of their suitability for the work to be done. An application form allows us to compare individuals based on like for like information and as such we do not accept a CV unless accompanied by a fully completed application.

### Employment Checks

All offers of employment are made subject to the following criteria: Proof of eligibility to work in the UK, proof of residency and satisfactory employment screening, and three references satisfactory to CBM UK and, if required, a DBS Check.



## **How to apply**

**Closing date is 9am, 4<sup>th</sup> March 2019.**

Application forms can be downloaded from:

<http://www.cbmun.org.uk/who-we-are/work-for-us/>

Your completed form and CV should be emailed to Trena Battams  
[trenab@cbmun.org.uk](mailto:trenab@cbmun.org.uk).

Alternatively, you can post your application to:

Trena Battams—Office Manager  
CBM UK  
Oakington Business Park  
Dry Drayton Road  
Oakington  
Cambridge  
CB24 3DQ

Should you have any questions or wish to discuss your application further  
please contact: -

Trena Battams on 01223 484700 or [trenab@cbmun.org.uk](mailto:trenab@cbmun.org.uk)

