

Advertisement for EFSUMB website

Administrator for EFSUMB

Person Specification for EFSUMB Administrator

The European Federation of Societies for Ultrasound in Medicine and Biology is a UK registered charity that seeks to promote the safe and effective use of Ultrasound in medicine and other scientific settings. It was established in 1972 and now has membership of 29 National Societies from across Europe and the Middle East. The post holder will be responsible for the effective running of the society, to ensure good financial and ethical governance.

Essential skills

1. Fluency in English and at least one other European language
2. Degree level qualification
3. Experience in administering a charity with proven expertise in organising a wide range of activities including conferences, webinars, committees and guideline development groups
4. Experience in managing other employees and independent contractors
5. Knowledge of relevant legislation including equality and diversity and charity law
6. Good writing skills, able to produce accurate and coherent minutes of scientific meetings, newsletters and articles
7. Good public speaking skills
8. Expertise in using computer software including Word, Excel, Powerpoint
9. Ability to manage financial spreadsheets
10. Excellent interpersonal skills with ability to get on with individuals from a wide range of backgrounds and with a wide variety of personalities
11. Willingness to travel and to work outside normal office hours
12. A good understanding of governance covering both ethics and financial areas
13. Motivated, ambitious and with an ability to adapt to rapidly changing circumstances
14. Ability to work under pressure when needed

Desirable skills

1. Language skills beyond two European languages
2. Experience in medicine related work, especially imaging and ultrasound