



Project Manager

Axial Spondyloarthritis International Federation (ASIF) is seeking a Project Manager to manage and strengthen ASIF's growing portfolio of international projects.

Working with Trustees and other stakeholders, you will lead the design and delivery of small but growing portfolio of projects. This may include gathering experts to develop the scope of a project, gathering information from ASIF's members, commissioning report-writing, organizing stakeholder meetings, planning marketing and communications and project launch events. The post will involve some overseas travel.

About us

ASIF is an international membership organization representing patient associations around the globe specializing in the support of patients with Axial Spondyloarthritis (axSpA). Currently we have 4 member associations in 40 countries. ASIF's role is to increase awareness of axSpA and knowledge of the disease around the world.

About this role

Founded in 1988, ASIF has been run by its Trustees for many years. Now it is growing, it registered as a UK Charity in 2017 and has two years ago, contracted its first member of staff. ASIF now has the opportunity to develop, in partnership with corporate partners, some exciting projects which will promote awareness and improve the quality of life for patients with axSpA worldwide.

We are seeking a Project Manager to work on a short-term renewable contract, starting with 22.5 hours per week, with the possibility to increase in the future if enough income is generated.

Trustees and members are very involved in managing ASIF's projects, the post-holder will need to forge good relationships with many stakeholders worldwide. Meetings are held virtually and often outside normal office hours.

ASIF is constantly developing and looking at opportunities to create effective global campaigns. Because of that, the role and the portfolio of projects could change. The post-holder must be responsive to change and flexible in their approach.

The projects

IMAS or the International Map of Axial Spondyloarthritis, is a project that is up and running. It is a survey of patients created to explore how axSpA affects patients' relationships, work, daily activities and mental health. The survey also highlighted long delays to diagnosis and suboptimal management of axSpA. The survey was expanded to 12 European countries and the results of that phase were published in 2019. Now the survey is going global and the results of that phase are expected to be ready in the next year or so. ASIF is now planning to take a more pivotal role in the management of IMAS going forward.

We have long been aware that there is a delay to diagnosis, the survey highlighted that it is an average of 7 years internationally. It is this delay to diagnosis that is the focus of ASIF's next project. ASIF seeks to develop a project that will aim to make a global case for change. We need to outline the benefits of reducing the delay to diagnosis, focusing on the benefits to patients and to governments.

The development of this project will be the main focus for this role.

Application process

Applications to be received by email by the end of Wednesday 18 March 2020. Please send your application to Jo Davies at office@asif.info. Interviews will be held by online meeting between 23 and 31 March 2020.

Details of the role

Reports to: Executive to the Board

Term: 1 year initially, 3 days per week, with potential to expand (dependent on funding). 2-month probation period.

Days per week: 3 days per week (22.5 hours). There is no need to work fixed working days, hours will need to be sufficiently spread over the week to enable appropriate response times. There will need to be an amount of flexibility because the post-holder may need to attend online meetings at hours and on days that suit the Trustees and other stakeholders. Hours can be spread over the week and averaged.

Location: Home based. Occasional meetings in London/Europe and possible travel worldwide if the project requires it – not normally for more than one week at a time.

Fees: £22 per hour. This is a self-employed position. The applicant will be responsible for providing their own workspace and office equipment and managing their own tax affairs. Other expenses eg travel and subsistence when travelling on charity business will be claimable on discussion with the Executive to the Board.

Start date: As soon as possible. Ideally 1 April 2020.

Key tasks

- Develop, implement and review project plans
- Working with Trustees, stakeholder sub-committees, define the project scope/s
- Co-ordinate, run and record project meetings (with the assistance of the Executive to the Board and Administrative Assistant)
- Commission external work as required and agreed
- Build and manage relationships with stakeholders
- Work with stakeholders to design dissemination or an approach to dissemination
- Manage project risks
- Develop and implement a marketing strategy
- Report regularly to the Executive to the Board and Trustees
- Undertake other tasks as reasonably required

About you

We are looking for a self-motivated, organized individual with the skills, attitude and experience to drive ASIF's projects forward including developing some from scratch. Working closely with ASIF's Trustees and the Executive to the Board you will develop effective project plans and manage them to effective conclusions. You will have a knowledge of working in the healthcare/patient advocacy environment.

Essential Requirements:

EDUCATION AND TRAINING
▪ Degree or equivalent experience
EXPERIENCE
▪ Significant experience in a programme management role
▪ Excellent knowledge of techniques for planning, implementing and monitoring programmes
▪ Good understanding of healthcare quality improvement principles/patient advocacy and approaches and marketing
▪ Budget management experience
▪ MS Office applications
PERSONAL ATTRIBUTES
▪ Exceptional written and verbal communication skills – English needs to be fluent in English
▪ Strong creative thinking and problem solving skills
▪ Ability to build relationships and influence a range of stakeholders
▪ Collaborative and able to work well across functions
▪ Ability to work flexibly in a small team
OTHER REQUIREMENTS
▪ Willingness to travel globally as required