

UKOTA Terms of Reference

- Role:** UKOTA Executive Secretary (contractor)
- Service delivered to:** The United Kingdom Overseas Territories Association (UKOTA)
- Key client contact:** The Chair of UKOTA
- Key Attributes and Skills:**
- Excellent written and verbal communication skills
 - An interest in the Overseas Territories
 - Experienced in an office environment with strong secretarial skills
 - Highly computer literate including updating of websites (Wordpress)
 - The ability to be diplomatic and discreet
 - Highly motivated with the ability to be adaptable
- Duration:** March 2019 – February 2020 (initial 3 month contract + 9 month extension by mutual agreement)
- Typical hours:** On average 50 hours per month
- Deadline for Applications:** 8 February 2019
- Interviews:** 20 February 2019

Summary of Key Responsibilities:

The contractor will co-ordinate and support the activities of UKOTA in undertaking its business requirements ensuring the preparation and delivery of tasks in a timely way. UKOTA meetings and events take place in central London.

Key tasks will include:

- Co-ordinate the location and attendance of Representatives and guest speakers for the UKOTA meetings and events
- Ensure the appropriate papers are circulated for all UKOTA meetings in a timely manner
- Undertake the production of minutes for all UKOTA meetings in a timely manner, and maintain a signed minute book
- Assistance as necessary with the organisation of the annual Pre-Joint Ministerial Council (mid year)
- Administrative support in the lead up to and during the week of the Joint Ministerial Council, (end of year) including:
 - Organising the meeting of the Political Council and preparing the necessary agendas and briefing documents to ensure the smooth running of this event
 - In consultation with the Chair, production of the UKOTA Annual Report
- Coordinate the operation of the UKOTA website and other social media ensuring that information is current and all queries emanating through the site are dealt with by the appropriate person

- Co-ordinate, with the Chair of the PR Subcommittee, the production of newsletters, including copy writing and proofing, coordinating submissions from all member Territories to strict production deadlines, liaising with designers and printers, maintaining and updating the mailing list(average two issues per year)
- Establish and maintain an archive of relevant UKOTA documents
- Co-ordinate special events
- Other duties as agreed with the Chair