

## POSITION DESCRIPTION

<b>Employer's Name:</b>	World Stroke Organization
<b>Position Title:</b>	WSO Future Stroke Leaders Program Development Program Coordinator
<b>Position reports to:</b>	WSO Future Stroke Leaders Program Committee Co-Chairs
<b>Roles that report to this position:</b>	N/A
<b>Internal Liaisons:</b>	All World Stroke Organization Secretariat staff
<b>External Liaisons:</b>	WSO Future Stroke Leaders Development Program Venue Site Personnel AND Future Stroke leader candidates
<b>Term / Hours:</b>	0.5 Full time equivalent (20 hrs per week)
<b>Employment duration:</b>	12 months
<b>Position base:</b>	Flexible

### **Overall purpose of program:**

The WSO Future Stroke Leaders Program (FSLP) is an initiative of the WSO which builds on our commitment to develop a high-level of academic skills of next generation of stroke professionals. The program aims to equip a global cohort of early career clinicians, educators, and researchers with an understanding of key challenges in relation to stroke care delivery and how these challenges can be addressed within diverse stroke care systems. It also aims to prepare them to take on leadership roles in national, regional and global stroke organizations and research networks.

The FSLP will bring together participants to engage in a series of didactic presentations and mentored workshops, supplemented with the latest research, WSO educational materials and quality improvement tools, and other resources that are designed to support effective delivery of stroke services and advocacy for stroke investment. Participants will work in small groups to develop actionable projects, each of which will have budgetary support. It is expected that each project will be completed within a two year timeline, with the results presented at WSO meetings.

The FSLP is structured to support a biennial intake and a two-year delivery program resulting in practical project design and delivery, guided by WSO faculty and mentors. Our future stroke leaders will contribute to an expanding a global talent pool with far-reaching

and long-term benefits in terms of building the capacity of future cerebrovascular healthcare provision.

The FSLP curriculum will span the stroke care continuum from prevention, acute treatment, post-stroke care, rehabilitation, and community reintegration. The Program will use multidisciplinary collaboration to support the development of key skills including: critical appraisal and peer review, project design and management, development of quality improvement tools, writing for publication, and stroke advocacy.

### **Overall purpose of FSLP Program Coordinator position:**

The WSO FSLP Program Coordinator will work closely with identified personnel (internal and external) to provide administrative functions to support the WSO FSLP.

### **Key Responsibilities**

- Provide administrative support to FSLP Committee members through face-to-face meetings, teleconferences and email correspondence as scheduled throughout the year.
- Ensure the FSLP webpages within the WSO website remain current.
- Coordinate FSLP activity as required between meetings.
- Register, correspond with and assist FSLP candidates in arrangements for travel, accommodation and visa application.
- Assist development of the schedule of the FSLP for 2020.
- Produce regular progress reports for the FSLP committee co-chairs.

### **Key Performance Indicators**

1. Timely response to FSLP agreed actions and effective support for all FSLP activities with the following timelines:
  - Development of the program and schedule (from early March 2020 to early April 2020)
  - Advertising of the program (mid-April 2020)
  - Selection of candidates (late April 2020 to mid-May 2020)
  - Travel support, accommodation bookings (June 2020 to July 2020)

### **Position Requirements**

#### **Qualifications**

- Tertiary qualifications in event management and communications or related field (essential)

#### **Skills**

- High level of English proficiency (written and verbal) is requisite and is commensurate with IELTS 7 or equivalent.
- Ability to work under broad direction and with a moderate degree of autonomy
- Strong project and time management skills
- Strong interpersonal and communication skills (written and verbal) including high-level report writing skills

- Ability to collaborate with a range of stakeholders
- Advanced computer skills and literacy (Microsoft Word, Excel, Outlook, and Project).

**Knowledge**

- Knowledge of the principles of project management
- Well-developed understanding of public health and the health sector (desired but not essential)

**If you are interested in the position, please send your CV and motivation letter to Mia Grupper at [mgrupper@world-stroke.org](mailto:mgrupper@world-stroke.org)**