

## ESLA Administrative support roles

**Applications invited by a deadline of midnight on January 15.**

**Online interviews will be held on January 23 between 11.30 – 13.30 CET.**

**Formal start date will be February 1, 2026.**

ESLA is a non-profit voluntary organisation representing Speech-Language Therapists and the Speech-Language therapy profession in Europe. All of the Board of Directors and member representatives operate on a voluntary basis.

We are now recruiting one administrator to support the Board in different activities and roles as specified below. This job is intended to assure ESLA of greater efficiency and responsiveness and to mitigate against loss of continuity in the case of unexpected staff absences etc. It will require a commitment to a weekly contact with the ESLA General Secretary and Chair.

This work is all undertaken on a self-employed basis, at an agreed hourly rate. A record of work undertaken must be submitted on a monthly basis, with invoices submitted at intervals agreed with the ESLA Treasurer. The total work across all these activities is not expected to exceed the equivalent of 10 hours per week. Occasional weekend working may be required, for example to take notes of ESLA assemblies.

The schedule is flexible according to requirements of the agreed tasks and role/s and the individuals may need to work fewer hours in one week but more in another.

All duties can be carried out remotely and ESLA does not provide an office, nor any other resources. The ESLA website is hosted on a WordPress platform and training in editing using Visual Composer will be given.

Induction and handover with the current ESLA Administrator will be arranged during February 2026.

Please see below for more detail of the activities, roles and responsibilities. The application process is also specified.

### **HOW TO APPLY**

***Prepare your application statement to include all the items listed below, then send to:***

**gen.sec@eslaeurope.eu and president@eslaeurope.eu**

**Deadline is midnight on January 15.**

<p><b>Application process</b></p>	<p>Please provide a statement to include -</p> <ul style="list-style-type: none"> <li>- Your current job role/s &amp; responsibilities</li> <li>- All relevant qualifications</li> <li>- Examples of relevant experience</li> <li>- Your availability</li> <li>- Your knowledge/experience of ESLA</li> <li>- Your interest in applying to work with ESLA</li> </ul>
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## Description of tasks

<p><b>Administrator support activities</b></p>	<p>Regular meetings with the Chair to monitor the pattern and agreed priorities of work.</p> <p>Weekly meetings with Gen Sec to maintain overview of all communication with members and external partners.</p> <p>Weekly co-ordination with the Social Media task force to ensure timely, relevant and high quality updates to web-based content, that will subsequently be promoted through ESLA Social media channels to promote awareness, visibility &amp; reputation of ESLA.</p> <p>All meeting minutes and record of agreed actions to be circulated within max of 7 days, plus targeted follow-up with individuals 7 days later to ensure all actions are completed as promptly as possible following decisions.</p> <p>Receive, curate and upload news items and relevant documents to the ESLA website. Ensure highest quality presentation and ESLA branding on all website pages.</p> <p>Use the website's Contact Us and Newsletter functions to manage a contacts database. Generate content for the ESLA Newsletter.</p> <p>Link directly with the ESLA Social Media team of volunteers, to maximise visibility of all ESLA events.</p> <p>Assist with creating content for social media together with the Social media task force and Board Member responsible for social media.</p>
<p><b>Website maintenance and social media</b></p> <p><b>(expected average 3 hours per week)</b></p>	<p>Receive, curate and upload news items and relevant documents to the ESLA website. Ensure highest quality presentation and ESLA branding on all website pages.</p> <p>Use the website's Contact Us and Newsletter functions to manage a contacts database. Generate content for the ESLA Newsletter.</p> <p>Link directly with the ESLA Social Media team of volunteers, to maximise visibility of all ESLA events.</p> <p>Assist with creating content for social media together with the Social media task force and Board Member responsible for social media.</p> <p>Training will be provided for the website role</p>

Criteria for the above role/s	<p><b>ESSENTIAL</b></p> <p>Good English language skills to check outgoing emails, web posts etc.</p> <p><b>DESIRABLE</b></p> <p>Experience of working in/with committees.</p> <p>Experience in setting meeting agendas, and documenting meeting actions. Experience in presentation of strategic and professional documentation. Experience of SLT professional community.</p>
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