



## **Terms of Reference**

### ***Student Outreach Group Coordinator***

**-2021-**

The Irish Global Health Network (IGHN) is an independent network of people from different backgrounds, sectors and disciplines who are concerned with health inequities and issues that impact on the health and development of populations at a global level, with a particular commitment to those living in middle and low-income countries. Established in 2004, the IGHN has within its membership health and development professionals, students and others with an interest in, and a commitment to influencing education, advocacy and policy work within the nongovernmental organisation (NGO) sector, health sector and academia. Its membership is both local within Ireland and global. Membership is open to any individual who has an interest in global health, regardless of disciplinary background.

The Student Outreach Team (SOT) is an inclusive network chaired by the IGHN, where membership is open to any student with an interest in global health and based in a 3rd level institution on the island of Ireland. The SOT coordinator is responsible for appointing and managing SOT representatives (reps) in colleges around Ireland. The coordinator also serves as a representative of these college reps at IGHN board level. This is a flexible, voluntary role that can be shaped organically depending on your management style, interests, and aspirations.

#### **GOALS**

1. To increase awareness of global health topics in Ireland
2. To promote global health research in Irish Universities
3. To hold global health-related events for students and the general public
4. To form partnerships with youth organizations in Ireland that share the same goals
5. To support students interested in pursuing a career in global health

#### **VISION**

Our vision is to ensure that every student on the island of Ireland with an interest in global health is supported, motivated and inspired to be an advocate, and pursue research and career opportunities within the sector.

*Responsibilities include, but are not limited to:*



### **Recruiting SOT reps**

- Aim to have 1-2 reps per college on the island of Ireland over the academic year
- Advertise positions widely
- Request CVs, a brief motivation email and an interview
- Ensure reps sign an annual contract to commit to the voluntary role



### **Communicating with SOT reps**

- Via WhatsApp and Facebook groups
- Via email mailing list
- Hold at minimum, quarterly online meetings
- Keep up to date with global health-related activities and opportunities that may be of interest to the SOT or larger student body, and disseminate as appropriate



### **Liaising between SOT reps and IGHN Secretariat**

- Ensure the Secretariat is kept up-to-date with SOT operations
- Send quarterly SOT updates for Board meetings
- Contribute to IGHN Communications (newsletter, website, and social media) on initiatives specific to the SOT or the larger student body community
- Produce or commission short summary write-ups about SOT events



### **Strategic Planning**

- Follow the [2019-2021 IGHN SOT strategy](#), and update it accordingly in the years to come
- Manage and organise the annual budget and financial records of the SOT, in collaboration with the Secretariat
- Ensure reps are well supported and supervised at a local level with strategic planning and budgeting



### **Coordinating events**

- You have the possibility to plan national or international-level events with support of the secretariat and SOT reps
- In the past, such events have included, but are not limited to; webinars, conferences, workshops, networking events and virtual simulations



### **Linking students with research opportunities**

- A notice is featured on the SOT webpage which facilitates the provision of students with researchers. Researchers can request student assistants and your role is to match those opportunities with contact of the IGHN. You can play a key role in linking/liasing with them.



### **Strengthening partnerships with similar groups and organizations**

- Liaise with third-level academic societies and institutions in Ireland focused on global health or global health related issues
- Collaborate with already established SOT partners (Evidence Aid, Global Health Next Generation Network, Association of Medical Students Ireland, Global Health Mentorships WHO Youth Hub, Irish Doctors for the Environment)
- Seek new partnerships with youth organizations focused on global health

### ***Benefits***

- ★ Reimbursement of any travel and accommodation costs within Ireland
- ★ Possibility to request funding from Board to attend relevant trainings and events
- ★ Free rein to build and expand the SOT as you see fit!
- ★ Opportunities to contribute to IGHN events and activities (i.e conference planning, policy development)
- ★ Having full support of a fantastic secretariat
- ★ Possibility to join the IGHN board (depending on your availability and performance)

### ***Time Commitment***

Preferably the role should cover a minimum of two academic years with the option to renew following approval by the IGHN Board of Directors. On average, it is expected that the SOT Coordinator will invest a minimum of 3-hours/week toward the SOT.

**Interested?** Send your CV and a few lines about why you are suited for this role to [rosie@globalhealth.ie](mailto:rosie@globalhealth.ie). A decision will be made before the end of December 2020.