



Group Administration, Events and Training Coordinator

Job title: Group Administration, Events and Training Coordinator
Place of work: Basel, Switzerland
Employment rate: 100% (full time)
Start date: As soon as possible

About the Wolfsberg Group

The Wolfsberg Group (www.wolfsberg-principles.com) is an association of 13 major global banks focused on enhancing how the financial services industry can combat and prevent financial crime. The Group was one of the first organisations established of its kind and its publications and guidance are used by the industry globally as a vital part of the fight against financial crime. The Group is also a frequent contributor to the work of standard setters around the world.

The Group holds quarterly member-only General Meetings, an annual conference (known as the Forum) held in Switzerland that is open to a limited number of non-members and an annual training Academy for members. It also organises multiple working groups whose responsibility it is to draft industry guidance and standards.

Job description

Responsibilities include but are not limited to the following:

- Supporting the activities of the Executive Secretary;
- Managing internal communications with the membership and logistics relating to quarterly meetings, the Forum, the Academy and outreach to other industry groups, standard setters and regulators;
- Supporting the development of the Forum and Academy programmes;
- Coordinating monthly Management Committee calls;
- Ensuring all governance requirements for General Meetings and day to day operations are met in accordance with the Articles of Association and supporting Procedures;
- Maintaining the Group's secure website and social media presence including managing updates and access rights and tracking activity;
- Maintaining the Group's internal and external email distribution lists;
- Maintaining performance metrics on Member participation/engagement and preparing summaries for presentation at the relevant General Meeting;

- Maintaining regular contact with the Chairs of the Wolfsberg working groups to provide coordination, logistics, minute taking, and ensure that progress is being made.

Qualifications

- Advanced university degree combined with at least eight years' practical experience with financial crime compliance, preferably with a financial institution or regulatory agency;
- Event planning, organisation and coordination experience;
- Must be able to work as part of a small team and have strong interpersonal communication skills;
- Ability to work autonomously, manage competing priorities and initiate/prioritise own work while exercising good judgement;
- Detail oriented and proven execution abilities;
- Excellent written English, with proven ability to research and write clear documents and reports for a range of audiences;
- Excellent oral communication skills, with ability to engage different audiences and convey complex information in an accessible way;
- Familiarity with working with contacts in other countries, time zones and cultures required;
- Familiarity with website design/administration and administration of Microsoft 365 a plus.

Offer

The Group offers an interesting and rewarding working environment with a proactive, dynamic and international team spirit. The work is both routine and varied, and offers scope for initiative and innovation. The salary is competitive.

Application

Candidates must have a valid work permit for Switzerland in order to apply for this position.

Please send your written application (CV, letter of motivation, reference letters and contact details of three professional references; all documents merged in a single PDF file), at your earliest convenience, but no later than **21 October 2021** by email to:

application@baselgovernance.org

For further information about this position, please contact Vanessa Hans, Private Sector Specialist, Basel Institute on Governance (vanessa.hans@baselgovernance.org).

Equal opportunity employer

The Wolfsberg Group is an equal opportunity employer. It does not discriminate on the basis of race, religion, colour, sex, gender identity, sexual orientation, age, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.