

SAMS Role Deconstruct: Is This Role Right for You? (What the role truly involves and how to assess your fit)

Global Coordinator – Terre des Hommes International Federation (TDHIF)

Why This Role Deconstruct

SAMS Role Deconstruct serves as a **candidate self-assessment tool**. It clarifies the *real operating expectations* of the role beyond the formal job description, helping applicants judge readiness and fit.

The Role — As It Actually Operates

This is a **senior individual-contributor role**, not a secretariat or team-led function. The Global Coordinator is the **sole professional anchor** supporting a lean international federation during a phase of organisational consolidation. While the role engages at Board and senior leadership levels, the post-holder is expected to **personally execute** governance, coordination, and administrative work.

In practice, the role requires:

- Senior judgement and facilitation
- Hands-on execution and disciplined follow-through
- End-to-end ownership in a low-infrastructure, fully remote setting

Applicants must be comfortable **rolling up their sleeves** and preparing papers, tracking actions, maintaining records, coordinating meetings, and ensuring compliance, while engaging confidently with senior international stakeholders.

What TDHIF Is Really Looking For

TDHIF seeks a **mature, grounded federation professional** who can move easily between senior-level engagement and operational detail.

Strong candidates typically demonstrate:

- Credible engagement with Boards, Chairs, and Executive Directors
- Willingness to personally handle detailed governance and compliance work
- Ability to shift smoothly between high-level dialogue and execution
- A pragmatic, solution-oriented mindset without reliance on support staff

This role rewards professionals who value **institutional effectiveness over delegation**.

Core Responsibility Areas

(1) Governance & Compliance (Hands-On): Coordinate Board and General Assembly processes; prepare agendas and minutes; maintain statutory records; manage filings; establish basic workflows.

(2) Board & Chair Enablement: Prepare briefs and synthesis notes; track decisions; ensure timely follow-through.

(3) Federation & Member Coordination: Act as the primary liaison across member organisations, supporting trust, transparency, and collaboration around shared standards.

(4) External Representation (Selective): Represent TDHIF in designated global fora and alliances, ensuring coherence and alignment with member consensus.

Indicators of Strong Fit

- ~8–15+ years in INGOs, federations, alliances, or membership-based organisations
- Direct experience with governance and compliance
- Personal maturity to handle sensitive matters independently
- Strong writing, documentation, and organisational skills
- Comfort operating as a sole coordinator in a fully remote environment
- Exposure to child rights or human rights ecosystems.

Who Should Strongly Consider Applying

This role is well-suited for professionals who:

- Prefer **doing the work themselves**, not managing teams
- Are comfortable balancing senior facilitation with operational delivery
- Are motivated by institution-building and stewardship
- Are pragmatic, detail-oriented, and self-directed
- Value impact and effectiveness over hierarchy or scale