

POSITION DESCRIPTION

Position title:	Development officer
Reports to:	Development programme manager/ Senior development officer
Hours:	Full time 35 hours per week
Location:	3 rd Floor South, Chancery Exchange 10 Furnival Street, London EC4A 1AB United Kingdom Option to work at London office or from home. Availability to travel to London office, as necessary, will be required.
Term:	Full-time, 1-year fixed term with possibility of extension Ability and right to work in the UK or Europe
Starting salary	£28000 per annum

Description of the position:

The development officer supports World Physiotherapy's global development programmes and initiatives, working closely with the development programme manager and senior development officer. The role contributes to projects that strengthen the physiotherapy profession worldwide through programme development, donor engagement, grant support, project administration, stakeholder communications, and the coordination of meetings and events.

This is an excellent opportunity for a highly organised and proactive individual interested in global health and international development. The postholder will work with a diverse range of partners, including member organisations, donors, consultants, academic institutions, and international agencies, helping to advance projects that improve physiotherapy education, practice, and professional development around the world.

About us

World Physiotherapy is an international professional association representing the physiotherapy profession. Founded in 1951, it is a UK Registered Charity (previously known as the World Confederation for Physical Therapy) and its member organisations are 129 national physiotherapy associations.

World Physiotherapy's vision:

- Everyone has universal access to quality physiotherapy services where and when needed.

World Physiotherapy's purpose:

- To represent physiotherapy across the globe, advancing our profession and advocating access for all, to improve health and wellbeing.

About World Physiotherapy's development work

World Physiotherapy is committed to fostering a connected global community of physiotherapists. To achieve this, we focus on expanding our membership through various strategic activities in regions where physiotherapy is less developed. These activities aim to advance the profession globally by enhancing standards in research, education, and practice. Our main efforts include elevating education standards for physiotherapy, improving the skills of local physiotherapy graduates, strengthening local physiotherapy associations, building partnership with other international and local stakeholders, extending our reach to include more countries in our network.

These strategic efforts have been crucial in shaping a new, adaptable model for our operations over the past seven years.

Office environment

World Physiotherapy operates with a staff team of 16 people. The international nature of the organisation means that much of our work and communication with member organisations is conducted by email and videoconference. Staff mostly work off-site.

Staff communicate by email, telephone, and videoconference, as well as regular project-based team calls and face-to-face meetings. By necessity, all individuals working with World Physiotherapy must be able to work independently and take the initiative to stay up to date on World Physiotherapy's activities, seeking further information when/if required.

Diversity and inclusion

World Physiotherapy is committed to best practice in equity, diversity, and inclusion, and to fostering an inclusive environment that reflects the membership it represents. Throughout its recruitment process, it seeks to ensure that all applicants are judged on their suitability for the post alone and that there is no unfair bias.

Equal opportunities statement

As part of its recruitment policy, World Physiotherapy intends to ensure that no prospective or actual employee is discriminated against on the basis of race, sex, nationality, marital status, sexual orientation, employment status, class, disability, age, religious belief or political persuasion, or is disadvantaged by any condition or requirement which is not demonstrably justifiable.

Team values

A commitment to the team values of trust, diversity and inclusion, collaboration, flexibility, care and support, and integrity is required of all staff.

TEAM VALUES

We are a team of people who want to make a difference in the world

Trust

- We say everything that needs to be said in the room.
- We place 'no surprises' at the core of everything we do.



Flexibility

- We adapt our approach according to the individual and situation.
- We strive to balance life and work needs for individuals and for the team.
- We balance pragmatism and perfectionism by knowing when to stop once a goal has been achieved.



Diversity and inclusion

- We believe a diverse workplace will lead to smarter ideas and more informed decision-making.
- We treat people and groups fairly based on their unique characteristics.
- We recognise each person's individual value and contribution and accept them as a member of the team.



Integrity

- Once we commit to an action, we follow through.
- We make fair and reasonable decisions in a non-judgmental way.
- We always give credit to the team who have helped us get a result.



Collaboration

- We are one team of strong and diverse individuals unified by a clear common purpose.
- We believe working collaboratively will help manage stress, increase retention and loyalty, and achieve our strategic goals.



Care and support

- We are compassionate and treat people with respect.





Duties and key responsibilities

The development officer will:

- Support the development and delivery of programmes that strengthen physiotherapy globally.
- Provide administrative and operational support to the development programme manager and senior development officer across a range of development initiatives.
- Assist in the identification, design, and development of new programmes and projects that support the establishment and growth of the physiotherapy profession.
- Monitor and track funding, partnership, and development opportunities relevant to World Physiotherapy's strategic priorities.
- Support donor engagement activities and contribute to the cultivation and maintenance of donor relationships.
- Assist with the preparation of grant proposals, concept notes, reports, and other fundraising materials.
- Support the coordination, administration, and monitoring of existing development projects and programmes.
- Maintain accurate project documentation, records, and databases, ensuring compliance with organisational requirements.
- Coordinate meetings, webinars, workshops, and other activities related to membership and development programmes and partnerships.
- Manage membership and development-related enquiries and assist with follow-up communications with stakeholders and partners.

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- Build and maintain positive working relationships with internal and external stakeholders, including member organisations, partners, funders, and consultants.
 - Contribute to the preparation of project updates, communications, presentations, and reports as required.
 - Undertake other duties commensurate with the role and level of responsibility.

Person specification

Education and qualifications

- Bachelor's degree in physiotherapy, international development, global or public health, or related field
- Commitment to ongoing professional development in governance or non-profit management.

Essential experience and skills

- Experience within the health, education, regulatory, international development sector highly regarded.
- Strong communication and interpersonal skills.
- Excellent planning and organisational skills with the ability to manage multiple priorities.
- Experience coordinating projects and supporting committees or governance processes.
- Experience in fundraising and/or writing grant proposals.
- Ability to work independently within a hybrid environment.
- Confidence engaging with senior stakeholders.
- Experience in Microsoft suite/excel.

Desirable

- Knowledge of the physiotherapy profession and the role of professional associations in advancing healthcare and rehabilitation.
- Experience working with international professional associations, non-governmental organisations, or health-related organisations.
- Experience engaging and collaborating with stakeholders from diverse cultural and geographic backgrounds.
- Understanding of global health, rehabilitation, or international development programmes.
- Strong interpersonal and relationship-building skills.
- Proficiency in Spanish or French (highly desirable) or another language in addition to English.

Personal Attributes

- Highly organised, proactive, and detail oriented.
- Strong integrity and commitment to transparency and accountability.
- Collaborative, diplomatic, and skilled in stakeholder management.
- Ability to manage multiple priorities in a fast-paced environment.
- Strategic thinker with a practical, solution-oriented mindset.

Impact of the Role

The development officer will support programmes and partnerships that strengthen the physiotherapy profession globally. Through assisting with programme development, fundraising, stakeholder engagement, and project coordination, the postholder will help World Physiotherapy deliver initiatives that build workforce capacity, support member organisations, and improve access to high-quality rehabilitation services worldwide.