

Job Description - Travel Health Advice Centre (THAC) Intern

Job Information	
Job Title	THAC Intern
Department and Team	Business Development & Marketing
Location	111 Westminster Bridge Road, London SE1 7HR
Working Hours	9am-5pm - Part-time - Days to be agreed upon appointment

Position in the Organisation	
Accountable to	Information Manager (works mainly from home)
Responsible for	Drafting new country profiles and updating current country profiles for posting on Travel Health Advice Centre (THAC) website
Works in conjunction with	Medical Team, Patient Journey Manager, Travel Clinic, Travel Supplies, Business Development & Marketing Teams, Information Manager

Overall Purpose of the Job

What we do

InterHealth provides whole person healthcare to individuals and organisations involved in service throughout the world.

Why we do it

InterHealth is motivated by Christian beliefs and values and by humanitarian ideals to provide compassionate and professional care without discrimination.

How we do it

We fulfill our mission by:

- Providing specialist travel and occupational health services based on evidence and good practice.
- Partnering with organisations and individuals and responding to their needs in order to maximise their well being and effectiveness

- Promoting good healthcare practice within organisations and for individuals.
- Pursuing creative and innovative approaches to whole person healthcare.

Summary of main responsibilities

- Draft new country profiles for posting on the Travel Health Advice Centre (THAC) website using new template
- Draft updates of country profiles currently posted on THAC
- Seek permission for use of maps/charts depicting travel health information for use on THAC and post these resources appropriately

Key Responsibilities and Tasks

1. Draft new country profiles for posting on the Travel Health Advice Centre (THAC) website

- Research information for drafting new country profiles
- Draft country profiles
- Check all hyperlinks work
- Maintain and update country profile list in order of priority

2. Draft updates of country profiles already posted on THAC

- Research information for drafting updates of country profiles already posted on THAC
- Draft country profiles
- Check all hyperlinks work
- Maintain and update country profile list in order of priority

3. Seek permission for use of maps/charts depicting travel health information for use on THAC and post these resources appropriately

- Contact World Health Organisation and other sources of maps/charts depicting travel health information to seek permission to post this information on THAC
- Ensure permissions are credited appropriately on THAC

4. Other duties

- Other tasks appropriate to the post, which may be allocated from time to time after prior discussion

Committed to the health and wellbeing of those making the world a better, fairer and healthier place.

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