

Job Description – ESP Events Scientific Program Manager

The European Society of Pathology (ESP) is a non-profit organisation that aims to advance Pathology in Europe and to facilitate communication between European Pathologists. Being the leading force in European pathology, ESP strongly promotes high quality diagnostic pathology diagnosis for all patients, up to date education across Europe and support cutting-edge research to understand disease and translate science into clinical practice.

Job Details

- Position title: Event Scientific Program (SP) Manager
- Supervision: To report to ESP Director-General/first-line Manager
- Remuneration: Highly competitive, depending on experience
- Hours per week: 40
- Contract: Permanent
- Location: ESP Brussels Headquarters/Offices + home based

Job Purpose

The Event SP Manager will plan and manage all kinds of event-associated projects (European Congress of Pathology “ECP”, European School of Pathology “EScoP”, ESP Academy, Masterclass, Advisory Forum, etc.,) on behalf of the Society in close collaboration with first-line Manager and will ensure all projects are completed on time and meet the needs specified. To assist in all internal and external projects of the ESP and its Foundation.

Responsibilities

- Plan and set up abstract and handout submission for annual congresses and other scientific events.
- Correspondence with all congress/event chairs and speakers.
- Liaise with ESP first-line manager on all aspects of the scientific programme for the congress and other ESP scientific events, avoid overlaps etc.
- Prepare and participate in Scientific Committee (SC) meetings.
- Abstract Book preparation / coordination with publisher (e.g., Springer).
- Bursary management.
- Prepare and support congress/event app.
- In charge of CME accreditation (prepare all necessary documentation, distribute, and re-collect forms to/from SC members).
- Design, maintain, support ECP and events websites.
- In charge of all graphic / admin matters relating to the event programmes.
- Prepare congress/events newsletters.

- Prepare online registration for events.
- Assist with planning of other ESP/ESP Foundation meetings and ESP congresses.
- Interact with ESP HQs/Office staff and help ensure the smooth running of the Office

Qualifications, Skills and Experience

- Bachelor's degree, training in project and event management with a minimum of 5 years of experience directly related to the duties and responsibilities specified.
- Proven working experience (3-10 years) in medical associations or a PCO working for medical associations.
- Structured, organised, precise and reliable.
- Experience of using web content management systems (CMS), virtual platforms and social media
- Excellent command of English and at least one European language
- Strong working knowledge of Microsoft Office
- Ability to work with peak activity time and stress resistant
- Willingness to travel (limited)

Please send a CV and cover letter to info@esp-pathology.org explaining why you want to work for ESP, how you would improve our events and activities efforts and how you would help us grow. Due to the volume of applications expected, only shortlisted candidates will be contacted for interviews. Only candidates with the right to work in Belgium/EU will be considered. Deadline for applications: 31st October 2023.

ESP is committed to promoting equality and diversity.