

## **Job Description – ESP Event 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 Manager
- Supervision: To report to ESP Director-General
- Remuneration: Highly competitive, depending on experience
- Hours per week: 40
- Contract: Permanent
- Location: ESP Brussels Headquarters + home based

### **Job Purpose**

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

### **Responsibilities**

- Responsible for organizing all aspects of small-size events from an operational and logistical standpoint
- Develop attractive sponsorship concepts for ESP educational and scientific events and activities, acquire exhibitors/sponsors, negotiate contracts with suppliers and takes care of all administrative and logistical tasks during the whole process
- Draw up detailed plans for each project, agree on the timescales, costs and resources needed per project, prepare comprehensive project-based budgets
- Ensure that all projects are delivered on time, within scope and within budget
- Report regularly on progress to leadership
- Manage risks to avoid project delays
- Develop internal processes (e.g., SOPs and documentation)
- Responsible for maintaining relations and contact with all concerned stakeholders (venues, suppliers, organising committees etc.)

- Initiate and coordinate promotion and communication of the events in cooperation with the ESP team
- Ensure that all digital materials related to the event, including the website, are kept up to date with all the latest information
- Assist with planning of other ESP/ESP Foundation meetings and ESP congresses
- Interact with ESP 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 3 years of experience directly related to the duties and responsibilities specified
- Proven working experience (3-5 years) in medical associations or alike
- Structured, organised, precise and reliable
- Strong budget management skills
- Experience of using web content management systems, 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

Please send a CV and cover letter to [info@esp-pathology.org](mailto: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 will be considered. Deadline for applications: 31<sup>st</sup> October 2022