

JOB POSTING SCIENTIFIC PROGRAMME MANAGER

Position title: Scientific Programme Manager
Reports to: Congress Manager / Senior Project Manager
Location: Remote
Occupation: FTE 100%
Start date: As soon as possible

The Society

ESOT, the European Society for Organ Transplantation, was founded 40 years ago and is dedicated to the pursuit of excellence in organ transplantation. With a community of over 8,000 members from all over the world, ESOT is an influential international organisation and the facilitator of a biennial congress which hosts approximately 3,500 experts. ESOT attracts the foremost transplantation experts to work in its Sections and Committees, and has an impressive track record in supporting research, supporting extensive education, and promoting changes in European policy.

Our mission

The mission of ESOT is to improve outcomes for patients with terminal organ disease by means of transplantation, organ regeneration and substitution.

Our Vision

- To promote sustainable scientific advancement through multidisciplinary communities of healthcare professionals
- To deliver first-class education, training and career advancement opportunities to all healthcare professionals, with specific training programmes for low-income countries
- To work with partner organisations, professional bodies, and competent authorities to improve public and institutional awareness of organ donation and the latest research in the field
- To develop and promote policies for equitable access to transplantation and related therapeutic strategies

About the position

Scientific Programme Manager will be responsible for the management of all scientific programmes of ESOT meetings and conferences including biannual congress of ESOT. The successful candidate will liaise directly with community members acting as Scientific Committees for the development of the comprehensive scientific offer of the society. The ideal candidate is passionate about health and medical science and loves working for a non-profit organization. But most importantly, they have previous experience in working with medical associations. They feel at ease in a demanding environment with busy people, show proactive approach, have outstanding organizational skills and attention to detail.

Headquarter

ESOT Office
Riviera dei Mugnai 8/24 – 35137 Padova (IT) - E: askme@esot.org - W: <https://esot.org/> - T: +393482786092

Key responsibilities

- Management of various Scientific Programme Committees of ESOT events in order to deliver a comprehensive scientific offer to the transplant community
- Designing scientific programmes for ESOT events including the ESOT biannual congress (including: organizing meetings of scientific committees, advising on session formats and timings, monitoring gender and geographical balance of faculty)
- Organize the online and/or face-to-face Scientific Committees meetings (including logistical preparations and support, development of the agenda and minute-taking, management of supporting documents and follow-up)
- Management and supervision of the faculty logistics process for ESOT events (including: official invitation process, liaison with travel & accommodation division for fulfilment of service levels)
- Management of the abstract process for ESOT events, including the ESOT biannual congress (incl.: abstract submission, revision, session allocation, notifications and submitters communications)
- Promotion of the scientific content to the community and attendees (including: website content, mobile App content, Abstract Book)
- Management of accreditation processes (i.e. EACCME, EFPIA, AIFA)
- Management and organization for onsite delivery of the scientific programme (including: collaboration with AV&TECH for room set up, speaker room, hybrid solutions)
- Running evaluations of the meetings, analysing and liaising with Scientific Committees to continuously build ESOT portfolio

Qualifications and experience

- Higher education degree
- Minimum of 3 years of relevant work experience (ideally in medical association)
- Fluency in English; second European language an asset
- Excellent written and oral communication skills in English; proven ability to write clearly and concisely with professional fluency
- Strong MS Office skills, with advanced MS Excel
- CRM databases experience will be a plus
- Familiarity with digital technologies, with a hands-on, problem-solving approach
- Strong social and interpersonal skills and ability to manage complex conversations
- Strong intercultural communication skills and a commitment to inclusion
- Outstanding organizational skills, attention to detail, ability to manage multiple projects and to work with tight deadlines

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- Ability to deal with sensitive and confidential information
- Ability to work collaboratively with others, both internally and externally
- Willingness to travel and to work flexible hours if required, including occasional weekends
- Demonstrated ability to motivate volunteer network to deliver relevant, effective projects

Terms

This is a full-time position compatible with home office. Occasional travel to the ESOT headquarter in Padova (Italy) may be required. Candidates must be European nationals or hold a valid work permit.

How to apply

Please submit a CV and a letter outlining your qualifications for the position to recruitment@esot.org by Monday, October 31, 2022. All materials must be submitted in English to be considered.

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