



Board and Membership Officer

Reporting to: Head of Operations & Governance

Location: Brussels

Starting date: as soon as possible

Status: Contrat à durée indéterminée (CDI) - although this is a full-time role, candidates with part-time working requirements could be considered as experience for this role would be greatly valued

Working language: English

Application deadline: 6 January 2025

Experience: 5+ years running Boards, Executive Committees and/or General Assemblies in Belgium

- Are you dynamic, organised and a people person?
- Are you experienced in organising Boards, Committees and/or General Assemblies?
- Do you want to make a difference and support renowned European leaders in cancer?
- Then the European Cancer Organisation (ECO) could be looking for you!

In this role, based in Brussels, working at an executive level with the leadership of the organisation you will deal directly with senior volunteers/leadership, member societies, our Patient Advisory Committee and representatives of other European bodies and provide high-level administrative and organisational support to prepare for the meetings of the Executive Committee, Board of Directors and General Assemblies.

The role is critical to ensure efficient and effective operations, facilitating governance processes and ensuring that decisions of our General Assembly, Board and Executive Committee are efficiently implemented across the organisation. You will prepare the agendas, supporting documents and other preparatory information for Executive Committee and Board meetings, be in charge of the administration related to General Assemblies, be the point of contact for Member Societies and update and maintain related databases. You will be expected to set up, manage and attend Zoom/video conferencing calls and meetings with minimum supervision. Travel is not normally required for this position.

The ability to be proactive, adaptable and dedicated to the needs of the organisation and the goals of the team will lay the groundwork for success.

Our working language is English and successful candidates will need to have excellent oral, reading and writing skills in English. Knowledge of either French and/or Dutch (Flemish) would be appreciated. Candidates must already have the right to work in the EU and already be physically



based in Brussels. The selected candidate will report to the Head of Operations & Governance with specific working with the Chief Executive being also required.

A university degree or other professional training in a related field would be appreciated. Relevant experience in a similar position would be preferred, especially working in a Board and/or General Assembly environment.

About the Organisation

The European Cancer Organisation (ECO) is a not-for-profit federation of 41 Member Societies working in fighting cancer across the continent, together with 21 European Patient Advisory Committee members through 9 Focused Topic Networks.

We bring together patients, oncology professionals and public health experts to propose new policies, advocate change and be the united voice of the European cancer community.

What You'll Do

Responsibilities include, but are not limited to:

- Organise two General Assemblies in June and November each year
- Organise four Board meetings per year (two virtual, two in-person)
- Organise monthly virtual Executive Committee meetings per year
- Maintain our Membership databases of Presidents, key staff and other officers
- Handle correspondence and prepare presentations
- Set up, prepare, attend and manage Zoom/video conferencing calls and meetings with minimum supervision
- Coordinate and manage meetings from invitations to attendance tracking
- Prepare accurate minutes and compile and track actions
- Prepare agendas, compile meeting materials, and distribute documentation for governance bodies (e.g., Executive Committee, Board and General Assembly).
- Ensure compliance with governance policies and statutes
- Manage confidential and sensitive information with discretion
- Understand and apply organisation filing and record policies
- Welcome guests to the ECO office and manage incoming telephone calls
- Engage in daily tasks related to keeping the office organised and tidy
- Assist the Chief Executive and Head of Operations & Governance when requested on other operational matters

General Skill Specifications



We are seeking an experienced person, who knows how to effectively manage Boards, Committees and/or General Assemblies in similar organisations to ECO. They should be accustomed to working at an executive level in a fast-paced environment, who thrives on variety and communicates well at all levels.

Proficiency in computer and internet use is vital, with demonstrated experience in utilising Microsoft Office tools such as Excel, Outlook, PowerPoint, Teams and Word. Fluency in written and spoken English is imperative, and proficiency in additional European languages will be considered an advantage, especially French or Dutch (Flemish). Daily tasks will include standard office responsibilities, and a warm and respectful manner is vital.

The ideal candidate will be flexible and adaptable, willing take on additional tasks and responsibilities as delegated by the CEO and the Head of Operations & Governance and contribute positively to the team dynamic.

The Role Requires

- proficiency in Microsoft Office package tools
- attention to detail and accuracy in work
- ability to manage multiple tasks and prioritise
- an aptitude to maintaining calm when faced with unforeseen circumstances
- the ability to work both independently and as a team member
- strong organisational, communication and inter-personal skills
- a skilled team player able to work within deadlines
- a high level of discretion to maintain confidentiality of information
- a warm but professional attitude, with the reputation of the European Cancer Organisation in mind at all times

The role offers the successful candidate

- satisfaction from the creation and implementation of change-making European wide projects that make tangible improving change to the lives of cancer patients and their families
- experience in the public health sector, with the delivery of the EU Cancer Mission and Beating Cancer Plan at the top of the EU's agenda
- opportunity to work closely with top level experts and management
- experience in working in a not-for-profit organisation with dedicated volunteers/healthcare professionals
- opportunity to liaise directly with top-level stakeholders from EU institutions
- opportunity for strong professional and personal growth in a mentoring office environment



Application

Interested applicants must have the right to work in the EU and should be already physically based in Brussels.

Please send a CV and cover letter (maximum 2 pages of A4), together with details of your current salary and earliest starting date (giving details of any required notice period) by email to jobs@europeancancer.org with the subject "Board and Membership Officer - [Candidate Name]".

Application deadline: 6 January 2025 noting that interviews will commence and an offer made as soon as suitable applicants are identified in early January. Therefore, we encourage interested applicants to submit their application as soon as possible.

Although the receipt of each application will be automatically acknowledged, unfortunately we can only follow-up with applicants that reach the first interview stage.

Applicants should be aware that the selection process may require completion of an assignment to test your ability to work in the software required for this role.